

# Fundraising Policy

The purpose of fundraising at DuBois Central Catholic is three-fold: to promote the general welfare and education of its students, to finance student activities, projects and organizations, and to support the operations of the School.

Any school-affiliated group seeking approval for a fundraiser **must complete the application form** below and submit to the Fundraising Committee. The Fundraising Committee meets weekly.

The Fundraising Committee is comprised of:

- Headmaster
- Business Manager
- Director of Development
- Director of Major Gifts/Endowment
- Board of Directors, Fundraising Chairperson

Once approved by the Fundraising Committee, the fundraising 'application' will be submitted to the Headmaster/President for review. If approved, the Headmaster/President will inform the school organization and/or contact person. **You must have approval by the Headmaster/President before the activity/project takes place.**

**Please DO NOT contact any business for a donation or project funding.**

The Board of Director's 'Fundraising Chairperson' will be responsible for informing the Board of Directors of the monthly fundraising activity(ies).

Check list:

\_\_\_\_\_ Complete the application and submit to Fundraising Committee

\_\_\_\_\_ Reviewed by Fundraising Committee

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_ Reviewed by Headmaster/President

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_ Inform Board of Directors

Please complete the following:

Fundraising Project/Activity: \_\_\_\_\_

Project Description: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Date of Project/Activity (beginning and ending date): \_\_\_\_\_

Location of fundraiser: \_\_\_\_\_

Is any 'seed money' needed? \_\_\_\_\_ If so, how much? \$ \_\_\_\_\_

Reason/Purpose for this Fundraising Project: \_\_\_\_\_

\_\_\_\_\_

Will students be involved? \_\_\_\_\_

Fundraiser Goal: \$\$ \_\_\_\_\_

Project Manager (Name): \_\_\_\_\_

Project Manager (Phone Number and e-mail): \_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

(School President/Headmaster)

Date: \_\_\_\_\_