

ST. PAUL CATHOLIC HIGH SCHOOL

Office of Advancement

FUNDRAISING PROCEDURE

Thank you to all the groups at St. Paul who work diligently in raising funds to better our school! As I am sure you are aware, many groups at St. Paul initiate fundraising activities to help support their various efforts. Individual classes, sports teams and clubs, as well as other student and parent fundraising groups organize fundraising events each year to meet the needs of their program. We, too, in the Advancement Office, are charged with raising funds to help support the operations of the school. With so many groups planning these important activities, it is vital that all requests be coordinated through a central location. In order for all of us to be successful in our fundraising efforts, it is imperative that a Fundraising Process be in place and be followed.

Please review the following procedure and please feel free to call the Advancement Office with any questions you may have. This procedure will help to ensure that your event is unduplicated and receives the support it requires in terms of building space and publicity.

1. Each group is asked to complete a Fundraising Proposal Form and submit it to the Advancement Office at least 2 weeks prior to the event.
2. Please be sure to complete all information on the form and attach any supporting material you may find to be helpful in evaluating your fundraising activity.
3. Complete the back side of the form if you require use of the building. Be sure to clearly indicate areas/equipment needed as well as date and time needed.
4. If gym is being requested, the Athletic Director must sign prior to submitting to the Advancement Office.
5. Please be sure to have your Advisor/Coach or Event Organizer sign the form before submitting.
6. Please complete a Fundraising Assessment Form within 30 days of the completion of the fundraiser and submit to the Advancement Office. (Doing so will help us to provide acknowledgement of gifts and donors as well as evaluate effectiveness of fundraisers.)

All forms are available in the Main Office. Please contact Shelley Mendoza in the Advancement Office at smendoza@spchs.com or 860.584.0911 x 21 with any questions.