

ST. PAUL CATHOLIC HIGH SCHOOL

FUNDRAISING PROCEDURES - Office of Advancement

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. The Advancement Office is also 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 process and feel free to call the Advancement Office with any questions you may have. This process will help to ensure that your event is not duplicated and receives the support it requires in terms of building space and publicity.

1. Each group is asked to complete a Fundraising Proposal Form (see back) and submit it to the Advancement Office at least 2 weeks prior to the event. Fundraising proposals are approved and scheduled on a first come, first served basis, so submit your proposals early. **No more than two (2) fundraisers per club, team, etc. should be submitted for approval per school year. That means make your fundraising efforts count. Choose wisely, early, and effectively. Choose a goal, and work hard to meet that goal. Promote, promote, promote. Have students/team ask friends and family but also Faculty and Staff.**
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. (i.e. flyers)
3. If you require use of the building, be sure to clearly indicate areas/equipment needed as well as date and time needed at the bottom of the form.
4. If the gym is being requested, the Athletic Director must sign prior to submitting to the Advancement Office.
5. Please be sure to have Advisor/Coach or Event Organizer sign the form before submitting.
6. Any monies collected in homeroom for a fundraiser should not be left in the homeroom. The homeroom teacher should bring monies to the Finance Office immediately after homeroom and notify the Advancement Office.
7. Monies received for any event must be deposited in the St. Paul bank account through the St. Paul Finance office. No organization should be maintaining their own checking/savings account. Please make sure to bring monies to the Finance office as soon as possible (when the event has ended).

All forms are available in the Advancement Office, on our website www.spchs.com/fundraising or by contacting the Advancement Office – advancement@spchs.com or 860.584.0911.

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FUNDRAISING PROPOSAL FORM

Fundraisers are scheduled and approved on a first come, first served basis. Please return completed form to the *St. Paul Advancement Office* as soon as possible, but at least two (2) weeks prior to event. Questions? Visit, email (advancement@spchs.com) or call (860.584.0911 x421) the Advancement Office.

DATE(S) OF FUNDRAISER: _____ Alternate Date if 1st choice is unavailable: _____

Start & End time of event: _____

Will there be a pre-order sale for this fundraiser? Yes No If yes, provide *sale dates* & what you will be pre-selling _____

Date of Request: _____ **Submitted by:** _____

Club, Group, Team, Organization, Etc: _____

Proposed Fundraiser: _____

Associated Costs to attend, purchase, etc.: _____

Proposed location of fundraiser: _____

Address: (if off campus) _____

What are you raising funds for? _____

How much funds would you like to raise? _____

Chair/Contact Person: _____ **Phone:** _____

Chair/Contact Email: _____

Detailed description of activity or project:

(Info will be used for advertising your event for you on our website, St. Paul social media, and newsletters - BE SPECIFIC.)

Target groups for solicitation (i.e. SP parents, area businesses, students, alumni, etc.):

For vendor related fundraisers: (ie: Mixed Bag, Yankee Candle, etc.)

Name of Vendor and Contact info. for customer ordering: (ie: website, phone number, email)

Is the use of the St. Paul building required? (if yes, area needed, dates & times, equipment needed, etc.)

Athletic Director Signature (if gym is being used) _____

Advisor/Coach/Event Organizer Signature _____

Office Use Only: Advancement Office Approval Promote _____ Finance Office Notified Goal Met