

ST. PAUL CATHOLIC HIGH SCHOOL

2025-2026 FUNDRAISING PROCEDURES

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 programs. The Advancement Office is also charged with raising funds to help support the operations of the school. All fundraisers are coordinated out of the Advancement Office to ensure that there is no duplication of events and that each receives the support it requires in terms of building space and publicity.

Please read and follow the Fundraising Procedures so that the fundraising efforts of all groups will be well publicized and produce maximum returns. Remember, we cannot effectively promote your fundraiser on social media, our website, or in school if we don't know about it!

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.
2. **No more than two (2) fundraisers per club, team, etc. should be submitted for approval per school year.** You need to make your fundraising efforts count! Choose wisely, get started early, and promote, promote, promote! Have students/team ask friends and family but also faculty and staff.
3. **Fundraiser pre-order sales may take place and be promoted for a maximum of two (2) weeks and may not overlap with other similar fundraisers.**
4. Please be sure to complete all information on the form and attach any supporting material that may be helpful in evaluating your fundraising activity, such as flyers, paperwork, etc.
5. 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.
6. **If you require the use of the gym, the Athletic Director must sign prior to submitting to the Advancement Office.**
7. Please be sure to have the Advisor/Coach or Event Organizer sign the form before submitting.
8. Any fundraising monies collected in homeroom should not be left in the classroom. The homeroom teacher should bring funds to the Finance Office immediately after homeroom and notify the Advancement Office.
9. Monies collected for any event must be deposited in a St. Paul bank account by the Finance Office as soon as possible. ***No organization should be maintaining their own checking/savings account.***
10. Once your fundraiser is complete, please get in touch and let us know how it went!

All forms are available in the Advancement Office, on our website www.spchs.com/fundraising or by contacting the Advancement Office at 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 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: 1st Choice: _____ 2nd Choice: _____

Start & End time of event: _____

Will there be a pre-order sale for this fundraiser? Yes ☐ No ☐ If yes, provide *2 week sales window* & 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? _____

Fundraising goal in dollars: _____

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:

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