



FUNDRAISING POLICY FOR CLUBS, ORGANIZATIONS AND TEAMS (2020-2021)

Cathedral, a premier Catholic high school in the Holy Cross tradition, transforms a diverse group of students spiritually, intellectually, socially, emotionally, and physically to have the competence to see and the courage to act.

Purpose and History

Purpose: It is with the above Mission in mind that Cathedral High School annually implements a Fundraising Policy for Clubs, Organizations and Teams. Knowing that fundraising helps provide many of the opportunities consistent with the Mission, but also knowing that the core of the Mission is the enrollment of a diverse group of students, it is essential that Cathedral's faculty/staff work in conjunction with the Advancement Office to ensure the maximum effectiveness of institutional fundraising (Cathedral Fund, events fundraising, student fundraiser, etc.) while also generating support for individual activities.

The Objective of the fundraising procedures are:

- To ensure that prior approval is obtained for fundraising activities
- To ensure that the fundraising activity will aid in the accomplishment of the mission of Cathedral High School and further her strategic initiatives
- To control duplicate fundraising efforts
- To control multiple solicitations of gifts from the same donor(s)
- To identify priorities
- To ensure proper accounting for all funds and gifts receipts by Cathedral
- To ensure an effective fundraising plan
- To ensure compliance with the Internal Revenue Service rules and regulations

The coordinated effort is vital for both the achievement of Cathedral's fundraising goals and the continuation of favorable donor relations. It is expected that all fundraising under Cathedral's name will comply with these procedures.

History: Following a "fundraising summit" in 2005, Cathedral High School implemented a fundraising policy during 2005-2006. The policy below essentially represents a continuation of this policy.

Policy (2020-2021)

1. The Cathedral High School email system is not to be used for personal fundraising purposes.
2. The *Luck of the Leprechaun* Student Fundraiser is the primary fundraising vehicle for all Cathedral sports, clubs and charities.
3. Additional fundraising, such as bingo, raffle, 50/50 raffle, sales of goods and foods, as well as direct solicitation via mail, phone, text, personal contact, etc. MUST be approved ahead of time. The deadline for the submission of proposals for fundraising for the 2020 – 2021 school year is **August 28, 2020**. *Any fundraising activities proposed after this date will not be approved.*
 - a. Head coaches of IHSAA and/or club sports (whether they are Cathedral faculty/staff or not) shall submit their proposals for fundraising to the Director of Athletics, Rick Streiff.
 - b. The moderators of all other clubs and activities shall submit their proposals for fundraising to the Student Philanthropy Coordinator, Howard Fogel.
4. Proposals for fundraising shall be submitted using the appropriate form provided by the Advancement Office (and is available on the faculty/staff module of Cathedral's website.)
5. Ten Percent (10%) of total funds raised for "wanted items" by clubs, organizations and teams will be donated to the Cathedral Fund's Need-Based Tuition Assistance Program through the Advancement office.
6. The Vice President for Advancement, the Director of Athletics and the Student Philanthropy Coordinator shall evaluate the timing, scope, etc. of all proposals.
7. By September 14, 2020, the Advancement Office shall communicate the decision regarding applicable proposals for fundraising to the appropriate club, organization and/or team via email and/or in person.
8. Any faculty/staff member proposing a charity gaming event (e.g. bingo, raffle, 50/50 raffle, reverse raffle, pull-tabs, punchboards, tip boards) shall be provided a copy of the Cathedral High School "Policy on Charity Gaming Activities" and shall work in conjunction with the Events Office to ensure compliance with charity gaming laws of the State of Indiana. This policy outlines, and provides further reference relative to, charity gaming types, rules, regulations, accounting procedures, etc. A copy of said policy is available upon request from Events office.
 - a. All financials relating to gaming activities must be reported independently.
 - b. Additional legal post-event paperwork must also be submitted within 30 days of the event with the state.
9. In order to protect the integrity of the annual *ShamrAuction*, Cathedral's most significant fundraising event, no club, activity, team, etc. shall conduct a live auction event of any type. Proposals for silent and/or online auctions will receive consideration on a case-by-case basis.
10. In order to maintain the financial records needed to report Cathedral's overall income relevant to our 501(c)3 status, all donations must run through the Advancement Office (these include but are not limited to gifts in kind like gift cards or silent auction items as well as financial sponsorships) whose database interfaces with Cathedral's Business

Office. Additionally, this process ensures donations are properly recorded and donors are appropriately stewarded.

- a. Online donation opportunities can be created through the Advancement Office allowing for direct deposit into the team/club/sport account.
 - b. All checks should be made out to Cathedral High School with the group or fundraiser listed in the memo so that they can be properly recorded. Checks should be given to the Advancement Office upon receipt for recording and deposit within the appropriate group/club/team account.
 - c. Deposit and expense records for group/club/team accounts are available to the Faculty/Staff liaison from the Business Office.
 - d. Post-event, the Advancement Office will assist groups in identifying unpaid pledges as well as matching gift opportunities based on donations/registrations.
 - e. A final fundraising report is due 30 days after the completed fundraiser and will be balanced with the Business Office.
11. Online event registration can also be created with the assistance of the Advancement Office. If event registration is done online through Advancement the Event staff is also happy to assist in table management and a “know before you go” email in advance of the event.
12. Any faculty or staff member who conducts fundraising without prior school approval and/or fails to comply with this Fundraising Policy for Faculty/Staff is subject to reprimand and/or disciplinary action. *The party responsible for ensuring that all individuals affiliated with a given club, organization or team (e.g. parents, participants, etc.) adhere to this policy is the moderator or head coach, even if that moderator or head coach is not an employee of Cathedral High School.*

Note: This policy and procedure will be updated June 2021 for the 2021-2022 school year.