

Grand Rapids Catholic Secondary Schools School-Level Fund Raising Policy

(approved February 19, 2009)

Policy: All constituent groups directly affiliated with Catholic Central or West Catholic High Schools (school-level organizations), including groups led by or consisting of high school staff, coaches, parents or students shall obtain approval for any fund raising activities prior to engaging in the solicitation of funds according to the following parameters:

1. Activities with a financial goal of \$2,000 or less – From the respective building principal.
2. Activities with a financial goal in excess of \$2,000 – First, from the respective building principal and then from the High School Advancement Director and/or the Vice President of Marketing and Development.

In its deliberations, the respective principal and Development Department shall look favorably on fund raising activities that support the mission of the schools, which is to advance the formation and education of each student in spirit, mind and body.

Multiple individual fund raising activities coordinated to support a single event or cause shall be considered as one fund raising activity for purposes of complying with this Policy.

This Policy does not govern the fund raising activities of the Catholic Secondary Schools Development Office.

Rationale: This Policy has the following primary purposes:

1. Establish parameters around how fund raising efforts are evaluated and approved.
2. Provide for cooperation between the Development office and constituent groups within the school community thereby increasing the chances for fund raising activity success. The Development office can lend support by providing broad fund raising experience, resources and personnel using a balanced and comprehensive approach.
3. Ensure proper accountability of funds raised.

Tithe/Stewardship: The CSS Board strongly recommends that the leadership of each school-level fund raising activity consider including in its budget a tithe to its respective high school's scholarship fund to support the activities of those organizations as an act of stewardship. At a minimum, each activity should strongly consider contributing any excess funds raised to such scholarship funds.

Administration: The following procedures are required to be followed to obtain approval to and properly conduct a school-level fund raising activity:

1. A Fund Raising Request Form (the "Form") shall be completed and signed by the individual responsible for the constituent group that stands to benefit from the efforts of the fund raising activity.
2. The Form shall be submitted for approval as outlined in the "Policy" section above. The Form shall be submitted no less than 30 days prior to beginning the solicitation of funds.
3. The principal, Advancement Director and/or Vice President of Marketing and Development, if necessary, shall either approve or reject the request within one week of receipt of the Form by the principal. No aspects of the fund raising activity shall commence until all necessary approvals have been received.
4. The constituent group has the right to appeal to the President/Pastor of the CSS a rejected request whose decision in that event will be deemed final.

Grand Rapids Catholic Secondary Schools
School-Level Fund Raising Policy
(approved February 19, 2009)

Administration (continued):

5. All funds collected and expended shall be documented through the use of reasonable records of account. The minimal level of detail to be maintained shall include records of dates, amounts and sources of funds received, and dates, amounts and uses of funds disbursed.
6. The CSS Business Manager shall determine if the funds of a particular activity are to be received by and expended from accounts of the CSS Central Office (as opposed to being allowed to be in the custody of members of the constituent group). The CSS Board strongly encourages this practice when practicable to protect the CSS and those involved in the fund raising activity on many levels. In the event that the CSS Central Office is the custodian of the funds of a constituent group, that group is subject to the CSS Central Office's policies and procedures pertaining to the deposit of and request for disbursement of funds.
7. The constituent group shall submit to the CSS Business Manager statements of receipts and disbursements for each fund raising activity in sufficient detail as the CSS Business Manager prescribes within 30 days of the end of each calendar quarter until and including the calendar quarter during which all fund raising activities cease, unless the following are true:
 - The CSS Central Office is the custodian of all funds,
 - The activity's *receipts* were less than \$500 during the subject calendar quarter, and
 - The activity's *disbursements* were less than \$500 during the subject calendar quarter.

The records of account for all fund raising activities are subject to audit by the CSS Business Manager, Vice President of Marketing and Development or the CSS Board at their discretion.

Revised: August 20, 2009

Vice President, Marketing & Development
Cindy Sielawa

Pastor/President
Fr. Lou Stasker




