



## **FUNDRAISING POLICY FOR CLUBS, ORGANIZATIONS AND TEAMS (2019-2020)**

*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.

**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 (2019-2020)***

1. The Luck of the Leprechaun Student Raffle is the primary fundraising vehicle for all Cathedral sports, clubs and charities.
2. Additional fundraising, such as bingo, raffle, 50/50 raffle, sales of goods and foods, as well as direct solicitation via mail, phone, personal contact, etc. **MUST** be approved ahead of time. The deadline for the submission of proposals for fundraising for the 2019 – 2020 school year is **August 23, 2019**. *Any fundraising activities proposed after this date will be not be approved.*
3. 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.
4. The moderators of all other clubs and activities shall submit their proposals for fundraising to the Student Philanthropy Coordinator, Howard Fogel.

5. 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.)
6. Ten Percent (10%) of total funds raised for "wanted items" by Clubs, Organizations and Teams will be donated to the Cathedral Fund's Tuition Assistance Program through the Advancement Office.
7. The Vice President for Advancement, the Director of Athletics and the Student Philanthropy Coordinator shall evaluate the timing, scope, etc. of all proposals.
8. By September 15, 2019, 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.
9. 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.
10. 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.
11. The Cathedral High School email system is not to be used for personal fundraising purposes.
12. A final fundraising report is due 30 days after completed fundraiser.
13. 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 2020 for the 2019-2020 school year.