



Thank you for your interest in fundraising to support our community. Once you complete the fundraising request form, [www.olgchs.org/fundraiser\\_request](http://www.olgchs.org/fundraiser_request), your organization/team's primary contact will be notified of the status of this request within seven days.

**If your request is approved, your organization must comply with the following Fundraising Guidelines. Please review the following thoroughly and print a copy for your records.**

### **OLGCHS STUDENT ORGANIZATION FUNDRAISING GUIDELINES**

Fundraising includes all events and activities where funds are raised or collected by an organization. Fundraising includes solicitation of goods, services and donations. Fundraising does not include membership fees or dues.

#### **Blackout Dates:**

During certain times of the year, schoolwide fundraising campaigns take place. No other fundraising activities are permitted on these dates. For 2024-2025, these include:

9/4 - 9/6 (Founder's Day)

10/25-11/15 (Raffle)

11/30-12/4 (Giving Tuesday)

2/26-3/12 (Day of Giving)

4/14-5/3 (Grand Celebration)

#### **General Rules and Regulations:**

1. Only OLGCHS-recognized student organizations/teams may engage in fundraising activities.
2. All fundraising activities (both on and off campus) must be approved by the administration using the request form.
3. Any online crowdfunding campaign (including using sites such as GoFundMe, Kickstarter, etc.) that collects donations from parents, community members, or businesses will need to have administrative approval prior to launch.

4. You may not, under any circumstances, use a personal mobile payment service (PayPal, Venmo, Cash App, etc.) to accept donations or run fundraising campaigns. Should you wish to accept gifts through an OLGCHS mobile payment service, please indicate that on your fundraising request form.
5. Requests will not be granted for teams off-season or for team-bonding activities.
6. A Fundraising Request Form must be submitted at least two weeks prior to the fundraising event to receive consideration. Please note our Blackout Dates (above), when fundraisers are prohibited.
7. Fundraising activities that conflict with or violate a school contract with an existing school vendor are not permitted.
8. Requests for Dress Down Days must be approved by Principal Tom Campbell and will be restricted to days for social justice and campus ministry causes or schoolwide causes (i.e. Day of Giving and post prom). The money raised from Dress Down Days must be donated to the cause/organization itself and cannot be used to defray the student cost to participate.
9. All monies raised must be delivered to the Business Office no later than the end of the next business day for deposit for the student organization/team. Individual checks from donors to a fundraiser need to be delivered to Karin Boteler, Advancement Manager. **Under no circumstances may a student organization/team open or maintain its own bank account.**
10. Student organizations/teams must have a lockable collection box or bank bag on site to store the collected funds. (lock boxes may be borrowed from the Business Office).
11. External communication through Good Counsel's official channels is limited to fundraising activities that involve our Community Partners. For a complete list of Community Partners, please visit: <https://www.olgchs.org/support-good-counsel/community-partners-program>. External communication includes school email or social media accounts, the daily bulletin, the weekly news, lawn signs, and exterior posters.
12. Fundraising requests that include the sale of Good Counsel branded merchandise must be coordinated through the Falcon's Nest Store Manager Maureen Myers, [mmyers@olgchs.org](mailto:mmyers@olgchs.org) or 240.283.3238.
13. Fundraising activities involving raffles (for monetary profits) are subject to the Maryland gaming regulations and any other applicable state and Federal laws. The administration requires all organizations/teams to provide documentation from the State of Maryland that they have met all of the requirements necessary to be in compliance with state law and have all applicable license(s) required by the state (such as a gaming license).
14. Athletic teams are encouraged to focus their fundraising efforts on the Day of Giving or Founders Day in coordination with the Athletic Director, Steve Howes.
15. Each entity (club, department, etc.) is limited to three fundraisers per year, with no more than two occurring in the same month.

16. It shall be the responsibility of the student organization/team to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.
17. Violations of the rules, regulations, procedures, and school policies in the course of conducting the fundraiser may result in the loss of privileges or other measures deemed appropriate by the administration.

**Charitable Organization Fundraisers: Rules and Regulations:**

1. An OLGCHS recognized student organization/team may conduct a fundraising event for a **charitable organization** only when the Fundraising Request Form has been submitted and approved.
2. The beneficiary charitable organization must hold a 501 (c) (3) status.
3. The student organization/team must keep a detailed record of receipts when collecting funds. The student organization/team will provide each donor with a receipt for their contribution and retain receipt copies for its records. THIS EXCLUDES DONATIONS COLLECTED VIA
4. DRESS-DOWN DAYS. The organization will submit a Business Office deposit receipt when turning over collected funds to the Business Office.
5. Within 30 days of the end of the fundraiser, verification of receipt of donation must be made to the Business Office in the form of a letter from the charitable organization thanking the student organization/team for the donation.

If you have specific questions about student organizational fundraising, please contact Jane Bornhorst, Director of Annual Giving, in the Advancement Office at 240.283.3366 or [jbornhorst@olgchs.org](mailto:jbornhorst@olgchs.org).