



Archbishop Williams Fundraising Policy

This policy ensures all fundraising activities align with the school's values, maintain transparency, and promote accountability while supporting our athletic programs.

Participation in school fundraising activities is always encouraged but entirely optional. These events help support valuable programs and create a sense of community, but we understand that not every family can or wishes to participate directly. For those who prefer, making a direct donation is a wonderful alternative. This option allows families to contribute in a way that suits them best while still supporting the school's initiatives. Every contribution, whether through participation or a direct donation, is greatly appreciated and makes a meaningful impact.

General Guidelines:

- All fundraising activities must be approved by the Advancement Office and the School Administration.
- Fundraising goals and specific allocations of funds must be clearly outlined in the application and approved in advance.
- Personal financial platforms (e.g., Venmo, PayPal) for collecting donations are strictly prohibited. All monetary transactions must be processed through official school channels.

Event Approval Process:

- Snap!Raise is the only platform currently approved by AWHHS for fundraising.
- All proposals, including Snap!Raise fundraising require a **Fundraising Approval Request Form** to be completed at least 7 days before the proposed event date.
- Include detailed information about the purpose, fundraising goal, intended use of funds, and proposed dates.
- All marketing materials (flyers, social media posts, etc.) must be approved by the school's Marketing and Communications Office prior to distribution.



Event Guidelines:

- Event date and location must be approved to avoid conflicts with other school activities.
- If alcohol is served, it must be approved in advance. Alcohol service must be conducted by a licensed and insured bartender or catering service. No self-service or BYOB (Bring Your Own Bottle) is allowed.
- All activities must adhere to the school's mission and code of conduct, ensuring they uphold our Catholic values.

Financial Procedures:

- All funds raised must be turned in to the school's Business Office within **48 business hours** after the event.
- Accurate financial records and receipts for expenses must be maintained and submitted along with the funds.
- Any donations received electronically should go directly through the school's official donation portal or approved payment platform.
- Checks are to be made payable to Archbishop Williams High School.

Accountability and Compliance:

- Fundraising organizers are responsible for ensuring all activities comply with this policy.
- Violations of this policy may result in the disqualification of future fundraising privileges.
- The school reserves the right to audit any fundraising activity or financial records related to it.
- All fundraising activities must comply with federal, state, and local laws governing non-profit organizations.
- Fundraising efforts must be transparent, ethical, and consistent with our mission to avoid jeopardizing our non-profit status.
- Avoid any activities that could be interpreted as personal gain or private benefit, which could compromise our tax-exempt status.
- Organizers should consult the Business Office with any questions regarding legal or tax implications of their event.

For questions or to obtain a Fundraising Approval Request Form, contact Heidi Mullaney
Chief Advancement Officer - hmullaney@awhs.org

