

Columbus Catholic Schools
Fundraising Policy

A fundraiser is defined as a practice that results in the accepting of solicited or unsolicited cash, goods, or services that are made on a voluntary basis for the purpose of supporting a project, program or a school.

1. All fundraisers must be approved by the Development Office.
2. The Development Office with Administration must be notified and give approval before any planning, booking of dates, and solicitation of volunteers commences.
3. The fundraising year is July 1 through June 30.
4. Each fundraiser cannot conflict with the dates and products of other school, team, club or department fundraisers and must stay within the original anticipated timeframe or seek additional approval from Development.
5. There can be no direct fund solicitation of individuals or businesses for a particular project without approval of the Development Office and President.
6. All raffles must have approval of Development at least 2 weeks prior to the event. This includes: 50/50 Raffles, Calendar Raffles and Class A Raffles.
7. Items to be purchased with fundraiser profits must have prior administrative and department approval or will be held unspent until such approval is given.
8. All funds raised by any fundraiser must be turned into the finance office immediately after the fundraiser event, and total of dollars raised given to the Development Office.
9. "Services-rendered" fundraisers are fundraisers such as bake sales, car washes and pancake breakfasts and are encouraged as opposed to actively selling and item.
10. Expenses related to any fundraiser must be supported by appropriate (original) receipts or invoices. Expenses will be reimbursed by check from the Finance Office.
11. Each school will financially support one Mission following the above guidelines, as well as one community organization each year.
12. Prior to the start of the school year, parents are to be made aware of all fundraisers anticipated for the academic school year including those from Development, Parent Association, individual classes, sports (including Youth Football & Cheer), and clubs as well as the CCS Annual Appeal.
13. Individuals may not solicit CCS families for donations, memberships or to purchase products nor distribute products on school grounds during school hours. Individuals may put information and/or signup sheets in Faculty break rooms but may not actively solicit co-workers, teachers or fellow students. (Includes employees, students, families and outside organizations.)
14. Fundraisers that use the name of Columbus Catholic Schools or any of its individual schools cannot be for the benefit or on behalf of any individual person.