



July 24, 2017

Dear Faculty, Staff, Coaches and Parents,

As we continue to move Elyria Catholic High School forward, it is necessary to maximize the potential support from our community and alumni by utilizing best practices in Advancement and by carefully cultivating relationships with all of our constituents.

The Elyria Catholic Community must work together to Move Elyria Catholic High School Forward first. Fundraising initiatives must be conducted to benefit school-wide education needs. Teams or clubs may operate a limited number of additional fundraisers only under approval from the Advancement Department and by adhering to specific guidelines. Any team or organization wishing to conduct a fundraiser must submit the attached form to the Principal or Athletic Director first and then it will be reviewed by the Director of Advancement.

Please note that all funds raised must first be used to meet the group's original budget needs. There are also additional restrictions on how surplus funds can be spent.

Thank you for your support.

Mrs. Amy Butler '80  
President

**Elyria Catholic High School**  
**Athletic Team and Extra-Curricular Club Fundraiser Procedures**

Although the general guideline is that athletic teams and extra-curricular clubs should operate within their established budgets, it is acknowledged that there are instances when expenses exceed revenue or special needs arise that have not been anticipated and are not included in the budget. If a team or club determines that a fundraising effort may be necessary in order to meet budget or to fund a special need such as a specialized piece of equipment or an emergency purchase, the following steps should be taken.

- 1) Please review the Restrictions on How Fundraisers are Conducted and Restrictions on How Money from a Fundraiser May be Spent. Fundraisers that fail to follow the restrictions will not be approved.
- 2) The extra-curricular club leader, proctor or representative should present the idea to the Principal. The athletic coach or team representative should present the idea to the Athletic Director. Please complete the Fundraiser Request form to submit your request.
- 3) After discussing this with the Principal or Athletic Director and there is agreement that the need exists and cannot be funded from the approved departmental budget, the Principal or Athletic Director will present the situation to the Director of Advancement for review and/or approval.

Depending on the need, additional approvals may be necessary. For example, activities conducted during school hours need to be reviewed and approved by the principal. Any equipment purchases may need to be reviewed and approved by maintenance.

As a non-profit institution, funds must be raised and spent in the same fiscal year. If any of the funds need to be carried over to the following year for a specific purpose, the finance director must also be informed and approve the fundraising request.

- 4) Please note that previously approved fundraising must go through this approval process annually.
- 5) Upon approval from the Director of Advancement, the fundraising effort may begin.

## **2017-2018 Restrictions on How Fundraisers are Conducted**

No entity other than the Elyria Catholic High School Advancement Office and appropriate volunteers acting upon its authority may approach corporate or business offices to request sponsorships, advertisements, financial or product donations. Exceptions can be made when a member or friend of the team/club has access to products or services not tracked by his/her corporate entity.

No entity other than the Elyria Catholic High School Advancement Office and appropriate volunteers acting upon its authority may approach other schools, parishes, businesses or other institutions and ask them to advertise a fundraiser.

All communications regarding additional fundraisers will be communicated directly to the appropriate team and club families who can in turn communicate to their network of friends and relatives. The fundraiser will not be communicated through Elyria Catholic High School communication systems, including but not limited to email or websites. Activities conducted by students during school hours may be communicated via the school broadcast system.

If an event is being planned, the date must be secured on the master school calendar and approved by the Principal. The event cannot not be scheduled in conflict with any school wide event. The event cannot not be scheduled during the months of March and April.

All financial information must be provided to the Finance Office. All funds must be processed through the Finance Office and a final revenue/expense report must be generated and provided to the Finance Office.

*Out of courtesy, fundraisers conducted by one team or club should not be scheduled to compete with the fundraisers of other teams or clubs.*

## **Restrictions on How Money from a Fundraiser May be Spent**

As a non-profit institution, funds must be raised and spent in the same fiscal year.

Any uniform, equipment or other purchase must stay with the team/program. Funds cannot be used to purchase individual/personal items.

All funds must be used to meet original budget needs first.

Funds from a fundraiser must benefit the program as a whole or be made available to each and every participating member of a team/club for a particular purpose. Funds cannot be used to benefit only select team or club members.

Funds should not be used for individual camps or trips. (This is a Booster Function.)

Elyria Catholic High School  
Athletic Team and Extra-Curricular Club Fundraiser Request

Team/Group Requesting  
Fundraiser \_\_\_\_\_

Team Coach or Group Advisor \_\_\_\_\_

Funds Needed For \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complete Description of Fundraiser \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date(s) and Time (if applicable) \_\_\_\_\_

Anticipated Gross \_\_\_\_\_

Anticipated Expenses \_\_\_\_\_

Anticipated Net \_\_\_\_\_

Parent/Student Fundraiser Coordinator \_\_\_\_\_

Parent/Student Fundraiser Coordinator Email Address and Phone \_\_\_\_\_

\_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Principal or Athletic Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Advancement Director Approval \_\_\_\_\_ Date \_\_\_\_\_

*Funds must be spent in the same fiscal year they are accrued (July 1st through June 30). Fundraiser approval is also needed from the Finance Director for any exceptions.*

Finance Director \_\_\_\_\_ Date \_\_\_\_\_