



NOLAN CATHOLIC HIGH SCHOOL Club/Organization Fundraising Guidelines 2011-2012

The following guidelines should be followed for any club or organization sponsored by Nolan Catholic High School to conduct any fundraising activity. These guidelines are to ensure the following:

- All fundraising events under the NCHS name are appropriate.
- Duplication of effort does not occur.
- Multiple events are not affecting the same target market at the same time.

Your assistance by following these guidelines is very much appreciated!

There are two types of Fund Raisers:

Internal

- Soliciting students
- Sale of items within the school
- Sale of items by students to community
- Events targeting students or parents for participation

External

- Soliciting parents for non-event income
- Soliciting companies and organizations
- Soliciting foundations

Due to efforts in place for the overall fund raising programs of NCHS, external fund raisers are discouraged. *All requests for external fund raisers will be reviewed.*

Guidelines for Club & Organization Fund Raising Activities:

1. Club/organization sees the budget and believes they need to raise additional money to accomplish specific goal.
2. Club identifies project and timeline, and puts request **in writing** to Cary Meiners, Assistant Principal of Student Affairs, a minimum of **two weeks prior** to the need to begin work on the project. This allows time for approval and minimizes inconvenience to students or moderator if activity is not approved. Please fill in all spaces in the request form.
3. Cary Meiners reviews Fund Raising calendar to determine if the activity conflicts with another organization's activity or with a fund raising strategy already in place. She will report her findings to the administrative team.
4. The administration will review club and organization fund raising requests to determine if the activity:
 - a. Is in alignment with the NCHS mission
 - b. Is appropriate
 - c. Is needed

5. Cary Meiners will contact the club moderator regarding final approval.
6. Parent participation in events should be tracked and reported to the Student Affairs Office for record keeping purposes. The Moderator should encourage parent volunteers to keep track of their volunteer hours.
7. **Any parent who helps to underwrite costs or offer any in-kind donation to support the activity should be thanked and reported to the Advancement office, in writing, for record keeping and official school recognition for tax purposes.** Faculty and staff should not approach any parent or company for a gift without first coordinating with Cary Meiners. Our goal is not to inhibit your efforts, but to avoid multiple requests to the same donors.

PLEASE NOTE:

- Students should never engage in door-to-door solicitation due to safety issues.
- Raffles cannot be held.
- All non-student volunteers should track their hours and report these hours to the Volunteer Coordinator.

Thanks for making the support of NCHS a pleasant experience!