



OFFICE OF ADVANCEMENT FUNDRAISER POLICIES AND REQUEST

1. The Advancement Office will maintain a **Master Fundraising Calendar** to track all school, team, club, and booster fundraising activities.
2. **All fundraising programs, both inside and outside the school, require prior approval from Paul VI administration.** Requests should include the purpose of the fundraiser, the schedule and duration of effort, and identification of method, goals and objectives. Not all fundraising requests will be approved.
3. No group may represent themselves as a 501(c) (3) organization.
4. Fundraising activities should be consistent with the mission of the school, the Arlington Diocese and the Catholic teaching on the Gospel.
5. The official school fundraising request form needs to be completed and **submitted for approval to the Director of Advancement a minimum of three (3) weeks prior to the event.** Please submit the request as early as possible. Earlier requests for conflicting dates will receive priority in the approval process.
6. The original fundraising request form **remains on file for the school year** in the Advancement office. **Fundraising requests must be submitted each year** for both new and repeat fundraisers. Prior fundraising approvals do not carry from year to year.
7. Each group shall file a **Financial Report following the event.** The Financial Report must be provided to the Advancement Office within one week following the fundraiser.
8. Each group will notify the Advancement Office of their **procedures for thanking donors in writing.** For donations of cash or items valued at \$250 or above, an acknowledgement letter from the Head of School and the Advancement office may be required. Please maintain a list of donations of \$250 and above. For smaller amounts of cash or items, a donation tax receipt may be issued.
9. **The Advancement Office will maintain a "Do Not Call List."** This list contains the names of businesses and individuals that should not be solicited for any reason.
10. If using Paul VI High School facilities, permission from Facilities and Student Life must be received prior to filing a request for a fundraiser. Activities on school property must follow school policies and guidelines.

Please remember that any and all fundraising activities, and the students and volunteers that organize them, represent Paul VI Catholic High School. We ask that all activities be conducted in a thoughtful manner.