



# KAPAUN MT. CARMEL

## CATHOLIC HIGH SCHOOL

### FUNDRAISING, EVENT & ACTIVITY GUIDELINES & PROCEDURES (Effective July 1, 2015)

Kapaun Mt. Carmel Catholic High School (KMCCHS) understands and accepts the financial and fellowship value associated with fundraising; however, certain types of fundraising and excessive fundraising can compromise even the strongest of school communities. Therefore, this policy has been established as an administrative procedure to ensure all such activities hosted by or at the school will encourage active participation in the mission of the school, which is “to educate and form the total person in the image of Jesus Christ.”

#### DEFINITIONS

- Fundraising can be defined as the solicitation of cash, resources or gifts in-kind (goods and/or services) from students, parents, grandparents, alumni, parents of alumni, or any community businesses affiliated with KMCCHS or not affiliated with KMCCHS.
- Fundraisers are events and activities that take place on behalf of, in the name of, or for the benefit of KMCCHS and/or KMCCHS groups or any and all organizations affiliated with the school, including Booster Club and Parents Club.
- Donations, made by parents or guardians who have children enrolled in KMCCHS and are sponsored by a Catholic parish of the Diocese of Wichita, cannot be gifted in lieu of their ordinary stewardship of treasure commitments (tithe) to their parish.
- KMCCHS Executive Team includes the President, Principal and Director of Development.
- KMCCHS Administration includes the President, Principal, Assistant Principals, Athletic Director and Director of Development.

#### PRINCIPLES

1. All fundraising at, for or through KMCCHS must be compatible in its content and the way it is conducted to the identity and mission of the school.
2. Any affiliated KMCCHS organizations or group raising funds must be aware and respectful of the needs, customs, and integrity of all KMCCHS organizations or groups and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.
3. In planning, KMCCHS organizations and groups must be respectful of other school organizations and groups and of the mission of the school.
4. KMCCHS has a responsibility to act in accordance with the principles of the Catholic Diocese of Wichita, including the oversight of contractual obligations and risk management.
5. The KMCCHS Development Department should be informed before, during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supporters of the fundraiser.

## POLICIES

### 1. Approval

- A. Any organization or group wishing to host a fundraiser for the benefit of, in the name of, or at KMCCHS must seek approval for such, according to this administrative procedure.
- B. Only sanctioned organizations or groups will be considered for approval.
- C. Approval of an event or activity, or a donation of any kind, including in-kind or monetary donations, will not affect a student's educational or athletic position, nor does it provide preferential treatment to any affiliated family members.

### 2. Sanctioned Organizations

- A. Any organization or group of KMCCHS, or affiliated with KMCCHS, will be classified as sanctioned. (i.e. Athletic Department, Band, Booster Club, Parents Club, etc)
- B. Any organization or group of a Catholic Diocese of Wichita parish or school which operates in accordance with the goals and objectives of KMCCHS, and is championed by KMCCHS, will be classified as sanctioned.
- C. Any organization or group of the community which holds status as a 501(c)3 charitable organization, which operates in accordance with the goals and objectives of the KMCCHS, and is championed by KMCCHS, will be classified as sanctioned. (i.e. Catholic Charities)
- D. Fundraisers that benefit individual causes do not fit the criteria.
- E. Under special circumstances, the KMCCHS Executive Team may deem an individual, organization or group as sanctioned.

### 3. Sanctioned Events

- A. See Addendum 1 "KMCCHS Event Examples" for a list of the previously sanctioned events
  - a. Addendum 1 is a list of previously sanctioned events and for example purposes only. The events listed are not automatically approved and must apply for annual approval by submitting an *Event & Activity Application*.
- B. Sanctioned organizations which desire to collect monetary or in-kind donations will be directed to the KMCCHS Development Office
- C. Under special circumstances, the KMCCHS Executive Team may deem an event or activity as sanctioned.

### 4. Approval Process:

- A. SUBMISSION OF *EVENT & ACTIVITY APPLICATION*
  - i. Regular, Recurring and/or Annual Events
    - 1. One *Event & Activity Application* must be submitted to the Director of Development on an annual basis.
      - a. The Director of Development will forward a copy of the *Event & Activity Application* to each group which plans to host annual and/or recurring events at the beginning of each fiscal year. (July)
      - b. This includes "grandfathered" events and pertains to all organizations and groups at KMCCHS that actively fundraise.
  - ii. Other Events

1. An *Event & Activity Application* must be submitted to the Director of Development as soon as possible, and no less than 60 days prior to the proposed event or activity, by the organization or group leader and/or event chairperson.
2. If a fundraiser is to take place on more than one occasion but not on a regular, recurring schedule, an application for each occasion must be submitted.

ii. Applications

1. An online *Event & Activity Application* can be accessed and submitted via the KMCCHS website found in the Development tab.
2. The *Event & Activity Application* can be downloaded from the KMCCHS website or secured from the Director of Development.

B. ELIGIBLE PERSONS TO SUBMIT AN APPLICATION

- i. The following persons are eligible to submit an *Event & Activity Application*. If the person submitting the application is not listed below, the application will be declined.
  1. Teachers, faculty sponsor and school counselors
  2. Officers for student and parent organizations (including STUCCO, Booster Club, Parents Club, etc)
    - a. Athletic Parent Representatives will need to apply through the Booster Club officers and Athletic Coaches will need to apply through the Athletic Director
    - b. Project Prom and Project Graduation Chairs will need to apply through Parents Club officers
  3. Members of the KMCCHS Administration
  4. Eligibility exceptions will be approved by the KMCCHS Executive Team

C. SELECTION CRITERIA

- i. All *Event & Activity Applications* will be reviewed on an annual basis. Prior year approvals will be a consideration but do not guarantee future year approvals.
  1. Great effort will be given to not show preferential treatment to any group, club, organization, athletic or activity.
- ii. Fundraising efforts cannot overlap or undermine other events and activities.
- iii. Groups and organizations that do not receive an annual KMCCHS budget will receive additional consideration.
- iv. Fundraising efforts that benefit the mission of KMCCHS will receive additional consideration.

D. RECORD & NOTIFICATION OF APPLICATION RECEIPT

- i. Upon receipt, the Director of Development will record the date application was received and will send confirmation to the applicant.

E. APPLICATION REVIEW

- i. The application will be reviewed by the Director of Development no more than 30 days after the applicant is notified of the receipt of the application
  1. The Director of Development will present the application with the KMCCHS Administration, per the request and information outlined on the application.
  2. All applications submitted for monetary, in-kind or other forms of donations (drives) will be reviewed by the KMCCHS Administration for review and approval.

3. The KMCCHS Administration will approve or deny applications.

#### F. STATUS NOTIFICATION

- i. Results of application review will be communicated to the applicant by the Director of Development no more than 7 days after the application is reviewed and a decision is made.
    1. If the application is approved:
      - a. The Director of Development will record the application status.
      - b. Notification of approval will be sent to the applicant, along with:
        - i. A copy of the approved application
        - ii. Special instructions, if applicable (i.e. what to do if date requested is not available, security protocol for rooms reserved, etc)
        - iii. A copy of the Post-Event Evaluation, and/or link to the online evaluation, along with applicable instructions and expectations
      - c. Notification of approval will be sent to the Director of Development, along with a copy of the approved application and any applicable special instructions.
        - i. The approved event will be added to the school calendar immediately.
    2. If the application is denied:
      - a. The Director of Development will record the application status
      - b. Notification that the application was not approved will be sent to the applicant, along with any necessary and applicable explanation.
5. Number and Timing of Fundraisers
    - A. Number
      - i. The Director of Development, with the assistance of the KMCCHS Administration, will determine the number of events or activities associated with other sanctioned organizations or groups which have been given approval for an event or activity.
      - ii. The Director of Development will be responsible for tracking number of approved fundraising events or activities.
    - B. Timing
      - i. Restrictions
        1. Fundraising is not permitted during the celebration of Mass.
        2. Fundraising is not permitted during Holy Week.
        3. Fundraising may be restricted during Catholic Diocese of Wichita Annual Stewardship Renewal month
6. Use of Common Spaces, Classrooms, Auditorium, Gymnasiums, Athletics Complex or Field
    - A. Fundraising is not permitted in either sanctuary.
    - B. Fundraisers taking place on school grounds will occupy predetermined locations as designated by the Director of Development and President's staff.
    - C. Solicitors and solicitation posts, set-up in the commons area, are not to interfere with the flow of traffic.

## 7. Compliance

- A. Any organization approved to host a fundraising event or activity is responsible for:
  - i. Identifying and obtaining all necessary permits, licenses, etc., in accordance with Diocesan, Kansas State High School Activities Association (KSHSAA), city, state and federal regulations.
  - ii. Notifying the Director of Development of any changes to the event and/or activity.
  - iii. Adhering to rules and guidelines outlined in the KMCCCHS Catholic High school Facilities Policy.

## 8. Benefactors

- A. Revenue generated through approved fundraising events or activities hosted by KMCCCHS may be designated for the benefit of the school, for sanctioned organizations of the school or for other sanctioned organizations, and must be indicated on the *Fundraising Event & Activity Application*. (i.e., Project Prom, Project Graduation, Booster Club)
- B. Revenue generated through approved fundraising events or activities hosted by organizations or groups of KMCCCHS may be designated for the benefit of the school, that organization or for another sanctioned organization and must be indicated on the *Fundraising Event & Activity Application*. (i.e., The Parents Club Teacher Grants, Parents Club Thanksgiving gifts)
- C. Any donation, whether in-kind or monetary, will not affect a student's educational or athletic position.

## 9. Solicitation

- A. **ALL** donation solicitation must be coordinated with the Director of Development. No businesses, individuals, etc, may be contacted or solicited for monetary or in-kind donations of any kind without the approval and consent of the Director of Development.
  - i. This includes solicitation as it pertains to Fundraising Events and Activities
  - ii. This includes solicitation as it pertains to "one off" or "special requests"
  - iii. This includes solicitation as it pertains to Booster Club and Parents Club, all organizations, activities or athletics of KMCCCHS
- B. In the case of receipt of unsolicited donations:
  1. Monetary donations are always accepted, and will be handled per the policy outlined in 10A.
  2. In-kind donations will need approval prior to accepting. Approval will be coordinated by the Director of Development. Please notify the Director of Development within 24 hours of donation offer so a decision can be made and the logistics can be worked out.
    - a. In-kind donation receipts will be handled per the policy outlined in 10A
- C. Significant changes in fund solicitation from what was indicated on the *Fundraising Event & Activity Application* must be reported to the Director of Development as soon as possible.
  - i. Changes in solicitation efforts, relating to both monetary and in-kind donations, must be reported.

## 10. Handling of Funds, Accounting & Reimbursements

### A. For donations, events or activities hosted by KMCCHS:

- i. Cash proceeds must be submitted to the Director of Development immediately following the event.
  1. Proceeds will be deposited into the appropriate funds, as designated on the approved *Fundraising Event or Activity Application*, in the timeliest manner possible.
  2. Donations with a designation will be put into the programs general budget with expense priorities and timing set by the KMCCHS Administration.
- ii. Credit or debit card proceeds will be reconciled and adjusted by the KMCCHS business office.
  1. Proceeds will be deposited into the appropriate funds, as designated on the approved *Fundraising Event or Activity Application*, in the timeliest manner possible.
- iii. Request for reimbursements are to be completed and submitted to the Director of Development, by the event or activity chairperson, in the timeliest manner possible.
  1. The Director of Development will submit reimbursements requests to the business office, in a timely manner.
    - a. Reimbursements will be processed and distributed per the regular accounting processes.

### B. For all other events or activities:

- i. Handling of funds, accounting and reimbursements are to be coordinated with the business office and must comply with the procedures outlined in this administrative guideline.

## 11. Donor Acknowledgements & Receipts

### a. For events or activities hosted by KMCCHS:

- i. Donations will be acknowledged within 30 business days following the event.
- ii. Any person or organization seeking a tax receipt must be processed by the Director of Development.
- iii. Acknowledgements will serve as tax receipts; therefore, each must include information regarding the tax-deductibility all items donated.
  1. Cash donations
    - a. Are 100% tax-deductible, as permitted by law.
  2. Sponsorships
    - a. The portion of the donation that is over and above the value of any goods and/or services received as a benefit of the sponsorship is tax-deductible to the extent permitted by law.
  3. Auction donations
    - a. The portion of the donation that is the difference between the highest bid and the retail value of the auction item is tax-deductible to the extent permitted by law.
  4. In-Kind donations
    - a. The value identified by the donor is tax-deductible to the extent permitted by law.

### b. For all other approved events:

- i. All donations are to be acknowledged per the guidelines outlined above for events or activities hosted by KMCCHS, by the appropriate representative of the organization. Sample correspondence and acknowledgements as well as formatting templates can be obtained from the Development Department. (See #11a)

## 12. Reporting & Other

- A. Post-Event Evaluation must be submitted to the Director of Development, as soon as possible following the event or no later than 90 days after the event and or activity.
  - i. An online *Fundraising Event & Activity Evaluation* can be accessed and submitted via the KMCCHS website.
  - ii. The *Fundraising Event & Activity Evaluation* can be downloaded from the KMCCHS website or secured from the Development Department.
- b. Event photos, to be used for KMCCHS publications, are requested to be submitted to the Director of Development as soon as possible following the event.

## 13. KMCCHS Executive Team's Right

- a. The KMCCHS Executive Team reserves the right to approve a fundraising activity or event that benefits "one of our own."
- b. The KMCCHS Executive Team reserves the right to disallow or discontinue any fundraising or event that may be contrary to the mission of the school of KMCCHS or is considered otherwise undesirable.

# **Addendum 1**

## **Examples of KMCCHS Events and Activities**

### **Booster Club Events**

Steak Fry (Sept)  
Fall/Winter/Spring Fest  
Golf Tournament (June)  
Tailgating (Fall)  
Concession Stand (All year)  
Fireworks (July)  
Advertising Sales (Aug-Dec)

### **Development Events**

Grandparents Day (Oct)  
Annual Fund Kick Off (Oct)  
Reunions (June-Nov)  
Alumni Sporting Events x 4  
Veterans' Day (Nov)  
Fall Phone A Thon (Nov)  
Spring Phone A Thon  
Fall Annual Fund (Sept)  
Student Annual Fund (Feb)  
Spring Annual Fund (Feb)  
Legacy Luncheon  
Summer Fest

### **Parent's Club**

Catholic Schools Week (Jan)  
Parent/Teacher Conferences (Feb)  
Project Prom (April)  
Project Graduation (May)  
Used Uniform Sale (June)  
Fireworks Stand (July)  
BTS Night (Aug)  
Ice Cream Social (Aug)  
Teacher Academic Grants (Sept)  
Grandparents Day (Oct)  
PSAT/Jr Breakfast (Oct)  
Parent/Teacher Conferences (Oct)  
Veteran's Day (Nov)  
Thanksgiving bread (Nov)  
Teacher's Dinner (Dec)  
Mentoring New Families  
Extension to Derby/Newton



# **Addendum 1**

## **Examples of KMCCHS Events and Activities**

### **STUCO**

**Heart Association (Jan)**

**Sweetheart Dance (Feb)**

**Walk In Sister's Shoes (Feb)**

**Blood Drive (March)**

**Prom (April)**

**Pop Tabs (May)**

**Back To School Night (Aug)**

**Peanut Butter Drive (Sept)**

**Homecoming (Oct)**

**Canned Food Drive (Nov)**

**Salvation Army Christmas Tree (Dec)**

**Others: KAY Club, Spirit Days**

### **National Honor Society**

**Nun Bingo Presents**

**Family at Christmas**

**Cook a meal for Ronald McDonald House**

### **Debate and Forensics**

**Chick-Fil-A Night**