



Bethlehem Catholic High School

Fundraising Policy

Purpose

Bethlehem Catholic High School's fundraising policy provides athletic teams, activities and clubs the opportunity to raise funds within a framework of fairness and fiscal responsibility. This policy must be followed when athletic teams, clubs or activities plan to raise money on behalf of the school or any of its affiliated programs.

Fundraising Requirements

All fundraising or solicitation must be approved through the Advancement Office using the Becahi Fundraising Request Form, which must be submitted no later than *two weeks prior* to the beginning of the planning for the fundraiser. Groups can expect a response within one week of submission. This form must be submitted for any fundraising being done on behalf of the school, including programs using our facility. Each form must state a clear purpose for the fundraiser and the goal you hope to attain. There is to be no solicitation of businesses to be patrons without the prior approval from Advancement. Once solicitations are approved by the Advancement Office, the business may be contacted. Do not contact them before an approval is received. All fundraising activities should not conflict with the mission of Bethlehem Catholic High School and the teachings of the Catholic Church, or be in bad taste.

Reporting Requirements For Clubs That Have Third Party Bank Accounts

A fiscal report for each fundraiser must be submitted at the conclusion of the fundraising. The report must include dollar amount collected, costs incurred, and net proceeds. If a fundraiser exceeds the specified goal, include a statement as to how the additional funds will be used. All funds generated from any fundraiser must be deposited with the Bethlehem Catholic High School accounting office. Please note that some clubs may have their own banking.