

# **SCS Fundraiser Guidelines**

2-16-2016

## **Administrator Approval Process**

Please complete the fundraising request form and submit to the principal prior to beginning any fundraiser. Before any contact with students, all volunteers must have successfully completed the online Safe & Sacred training, have a current criminal background check (through the school's vendor), and a current signed Code of Conduct form. The event Chairperson must check with the school principal to ensure compliance. Please allow 7-10 business days for completion of the volunteer training.

## **Money**

Once approval from the school administrator has been received, contact should be made with the school bookkeeper. The bookkeeper will provide all of the necessary cash handling procedures and forms.

## **Logo/Wordmark**

Permission to use the school logo/wordmark must be obtained from the school principal prior to any print or application.

## **Advertising**

All modes of communication /advertisement regarding an event must be approved and distributed through the SCS communication coordinators. Please find the SCS Communications Policy attached. The chairperson needs to submit a concluding announcement for the parish and school community stating profit and acknowledgement of donors/sponsors of the event. This should be submitted to the SCS communication coordinators.

## **Student Service Hours**

Often, students who volunteer at a school event may earn service hours. The Chairperson must check with the school principal before offering service hours to students.

## **Facilities**

School facilities are owned and maintained by the churches of Holy Family, St. Andrew, and St. Mary. The use of any of the school facilities must be coordinated through the Richmond Catholic Office, 240 South 6<sup>th</sup> Street, Richmond, IN 47374, 765-962-3902. Failure to complete this step in a timely fashion could seriously jeopardize your event.

## **School Copier Use**

The school building's Administrative Assistant will work with the event Chairperson on copy needs.