



Lubbock Christian School

Fundraising Policy

INTRODUCTION

The Board recognizes the existence of many worthwhile school activities and needs that require the raising of funds either by the sale of merchandise, tickets or direct requests of money. Because of the need to limit distractions to our primary purpose of educating students, and to limit the additional burdens often placed on our families and communities, the Board limits fundraising activities to those that have the approval of administration including both the Director of Development and President. The administration will follow the Fundraising Approval Process as described below. Administration will make every attempt to coordinate fundraising activities to limit demands of time and money placed on our students and families.

PURPOSE

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

GENERAL RESPONSIBILITIES

The Development Office is responsible for soliciting, coordinating, approving and reporting all fundraising for Lubbock Christian School. To fulfill this mission, this office should be informed in a timely fashion of all actions related to fundraising.

Before soliciting corporations, foundations or individuals for funds, all athletic teams, groups, clubs or activities must contact the Development Office for clearance to work with that corporation, foundation or personal donor. **Any project seeking gift funding in excess of \$1,000 must receive approval from the Development Office PRIOR to any solicitation of funds.**

If any athletic team, group, club or activity receives any unsolicited question from a prospective donor regarding a possible gift, the Development Office should be notified of the inquiry as soon as possible following the initial contact.

SUBMISSION OF THE FUNDRAISING REQUEST FORM

- I. All proposed fundraising projects for the coming school year must be submitted via the Fundraising Request Form
- II. All Fundraising Request forms for the coming school year should be submitted for review to the Director of Development's office by the designated date.
- III. All fundraisers must be approved or denied by both the President and the Director of Development each year.
- IV. All fundraisers, previous and new, **MUST** be approved annually.
- V. No new fundraisers can be added during a school year.
- VI. No new fundraisers will be approved for the coming year after the application deadline.

PROCESS FOR APPROVAL/DENIAL OF FUNDRAISING REQUEST

- I. The purpose of the fundraiser must be shown to:
 - a. Directly benefit the school or school activity involved.
 - b. Each fundraiser will be reviewed to gain the highest percentage of profit for our school. A minimum profit of 50% or higher is required for all fundraiser projects.
 - c. Meet a school need that cannot be obtained through some other means, including but not limited to:
 - i. The school budget
 - ii. The opportunity to secure funds through a grant.
 - d. 3rd party company representatives will be required to submit proposals each year showing percentages, products and guidelines.
- II. Each fundraiser must be placed on the official LCS school calendar and meet the following criteria:
 - a. Only one fundraiser may occur at a time.
 - b. Each grade or fundraising group may only do one fundraiser per semester.
- III. Administration can waive the above criteria after careful consideration of the circumstances of the fundraising requirement.

SPECIAL ANNUAL FUNDRAISING EVENTS

There are annual fundraising events that the Board recognizes as necessary to meet our budgetary obligations. **These events have priority over all other fundraisers.** They include events such as:

- I. Grandparents Day Auction
- II. Annual Eagle
- III. Benefit Dinner
- IV. Cornerstone

GUIDING PRINCIPLES/RULES

The following must be strictly adhered to for each fundraising activity:

- I. Fundraising projects should not be started until approval of the project is granted.
- II. Fundraising projects shall be compatible with the school's purpose, goals and mission.
- III. The monies generated through fundraising activities must be for the benefit of a group or class and not for the benefit of individual students.
- IV. Solicitation of businesses to be patrons and/or sponsors is limited to the following fundraising activities: media guide ads, field signs, annual Grandparents Day auction and Benefit Dinner.

**STUDENTS MAY BE ENCOURAGED BUT NOT REQUIRED TO PARTICIPATE IN FUNDRAISING.
NO PENALTIES MAY BE LEVIED FOR NON-PARTICIPATION**

REPORTING REQUIREMENTS

A fiscal report for each fundraising event must be submitted at the conclusion of the fundraising. The report must include dollar amount collected, cost 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 Lubbock Christian School Business Office and the donation recorded in the Development Office.