



STEUBENVILLE  
**CATHOLIC**  
SCHOOLS EST. 1890

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**CAMPUS FUNDRAISING POLICY & PROCEDURES**

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## CAMPUS FUNDRAISING POLICY & PROCEDURES

The Advancement Office communicates the mission and vision of Steubenville Catholic Schools (i.e. Bishop Mussio Elementary, Bishop Mussio Jr. High, and Catholic Central High School) to parents, alumni, friends, and members of the larger community; provides meaningful opportunities for the greater Steubenville community to advance the school's programs and facilities; and fosters a culture of philanthropy, which translates into financial support for Steubenville Catholic Schools. The Advancement Office is responsible for documenting the solicitation of all gifts, pledges, fundraising events and activities, donor stewardship and alumni relations for all Steubenville Catholic Schools. This includes outreach to major donors, the annual campaigns, special events, planned giving, online giving and other fundraising efforts. The following Campus Fundraising Policies and Procedures document is intended to provide helpful information to the generous faculty, staff, students, parents, alumni and other volunteers who wish to assist Steubenville Catholic Schools raise gifts and pledges as well as in-kind items from private individuals, foundations, businesses, corporations, and organizations.

Providing an outstanding educational experience at Steubenville Catholic Schools requires funding beyond what tuition provides. As a nonprofit, Steubenville Catholic Schools relies on charitable contributions and fundraising events to help support the schools. Our goal is to conduct all fund raising in a manner that supports our strategic, programmatic and capital needs, while following all federal, state and local laws and regulations as well as thanking and stewarding all of the generous individuals and organizations that support Steubenville Catholic Schools.

Steubenville Catholic Schools' fundraising policies and procedures provide academic departments, athletic and academic teams, activities and clubs the opportunity to raise funds within a framework of fairness and fiscal responsibility. This policy must be followed when faculty, staff, students, parents, alumni and volunteers plan to raise money on behalf of the schools or any of its affiliated programs.

### **What is a Fundraiser?**

Fundraising is defined as soliciting funds or gifts-in-kind (e.g. non-cash gifts such as computer equipment, sports equipment, supplies, etc.) for a charitable effort. This includes approaching individuals to support a need, fundraising events, such as car washes and the sale of merchandise, where a percentage of the sale will benefit Steubenville Catholic Schools. Donation of special services, such as offering to maintain ballfields in the Sports Complex at no charge, are also covered under this policy. Although the donations of services are often not deductible as a federal income tax charitable item, Steubenville Catholic Schools still maintains a desire to properly thank all those who wish to give back in this way. Community service, such as visiting a retirement community or family or student volunteer hours are not addressed in this policy.

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## Policies:

1. All fundraising activities must be in union with the Mission of Steubenville Catholic Schools, teachings of the Catholic Church and compliant with all federal, state and local laws.
2. All fundraising activities that occur on the Steubenville Catholic School campuses, use the school(s) name off-campus or are otherwise promoted to benefit Steubenville Catholic Schools must be approved by the relevant school principal.
3. Each individual sport is permitted two (2) fund raisers per school year. 1. Selling apparel within the branding guidelines and design approval from the Athletic Director or Director of Advancement, 2. Solicit funds through tagging, or 3. Hosting a concessions booth at Fun Fest or Homecoming Weekend.
4. The Steubenville CCHS Athletic Boosters are permitted to do two (2) approved events each calendar year, all sporting event concession stands (at home), 50/50 raffles during sporting events (at home games), and game/autograph ball raffles.
5. School classes are permitted to fundraise for class trips, prom, and senior gift. The classes are responsible for creating a unique fundraiser and is to have it presented and approved by the relevant school principal three (3) months prior to when the fundraiser is to be held.
6. Each year a contract will be negotiated by the school with an outside vendor and all apparel and merchandise fundraisers will go through this company.
7. Each department, team, club, or group may hold two fundraising activities or events per academic year with approval. Additional activities or events may be held after considering other department, team club and group requests. Department, teams, clubs or groups who wish to hold a fundraising activity but would like guidance and ideas are welcome to make an appointment with the Director of Advancement.
8. Once approved, the Director of Advancement will be notified of the activities to be posted on the school's master calendar to help coordinate among various groups and to avoid conflicts.
9. All gifts and pledges, which benefit Steubenville Catholic Schools and its departments, student clubs, athletic and academic teams or groups will be recorded and acknowledgements distributed through the Advancement Office.
  - a. Deposit funds according to policies and procedures of the Finance Office.
  - b. Provide documentation to the Advancement Office according to policies and procedures.
10. Completing the required form and following the approval process is not optional, it is mandatory. Failure to complete the form and the appropriate approval shall mean that any money received cannot be accepted. Also, any items that need purchased that would involve the finance department must have completed purchase orders submitted for approval prior to the expenditure. No reimbursement of funds spent will be given without a completed purchase order prior to the expenditure of funds.

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## Procedures:

1. At least 30 days prior to the activity, event or communication, an application for fundraising form will be submitted to the relevant school principal by going to <https://steubenvillecatholicschools.org/fundraising/> and submitting the web form. The information will include:
  - a. Department, club or group spearheading the fundraising activity
  - b. Contact person from department, club or group spearheading the fundraising activity and contact person's information for a day of activity/event
  - c. Description of what the funds raised will be used for
  - d. Day(s) and date(s) of activity
  - e. How activities/events will be promoted and materials that will be distributed
  - f. Estimated expenses of the activities/events, estimated revenue sources, estimated net income
  - g. Method of thanking supporters of activities/events
2. Considerations for approval of fundraising activity/event include the timing of other events that have been approved, overlap with other approved organizations for desired potential donors, and the estimated risks of not covering the costs of the event/activity. The relevant school principal will consult with the Director of Advancement and school's Pastor Administrator as necessary.
3. Once the fundraiser(s) are approved, the contact person will schedule a meeting with the Director of Advancement to discuss further details, such as receipting requirements for gifts, licensing requirements, etc.
4. After the activity, event or solicitation, the designated contact person will submit the following to the Advancement Office:
  - a. A list of any funds raised, including gifts made by check credit card and cash.
  - b. A list of gifts-in-kind with a detailed description (i.e. \$50 gift card to Kroger, NFL game tickets, autographed pieces, etc.)
  - c. All funds must be delivered directly to the Finance Office to the attention of the Financial Clerk/Treasurer. The Financial Clerk/Treasurer will then coordinate the recording of the funds with the Advancement Office.
  - d. Final accounting of expenses, revenue and monies raised.
  - e. Name(s) and address(es) of any donors requiring or requesting receipts, the amount and activity/event of their contribution. Please note that the IRS requires nonprofits to issue receipts for any gifts above \$250.
  - f. Other individuals who wish to be added to our mailing, email list or would like to receive follow-up information on the fundraiser.
  - g. Any observations to help future events/activities like the one held.
  - h. After the fundraised dollars are spent, please send photos, description, etc. to the Advancement Office for stewardship communications. We want to share the news of your success!

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### Acceptance, Recording, and Acknowledgement of Gifts:

1. It will be the responsibility of the Advancement Office to officially record and acknowledge receipt of all gifts and pledges in the donor database to Steubenville Catholic Schools or any subdivision thereof, including cash, securities, trusts, bequests, insurance policies, real estate, and in-kind (non-cash) gifts. Additional expressions of gratitude by faculty, staff, students, parents and volunteers are also welcome.
2. All donations will be processed through the Financial Department. The Financial Clerk/Treasure will then contact the Advancement Office to coordinate the recording in the donor database.
3. For in-kind gifts, the appropriate department, club, team or group will send an itemized list of items donated, name and address of donor to the Advancement Office, and a thank you note will be issued. No monetary value will be given to the items donated; per IRS regulations it is a responsibility of the donor to provide the substantiation for their own tax purposes. Note: for in-kind gifts with an estimated value of more than \$5,000, the donor will be responsible for obtaining a qualified appraisal and fill out IRS Form 8283.
4. A complete and accurate record of every donor to Steubenville Catholic Schools will be maintained by the Advancement Office and will be kept strictly confidential in the donor database.
5. Gifts may be refused or returned when the purpose (1) is inappropriate, offensive or not conducive to the best interest of the school, (2) is clearly a commercial endeavor, (3) would obligate the school to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift or (4) not be in accordance with the teachings of the Catholic Church.
6. Steubenville Catholic Schools wishes to thank ALL our donors to the extent possible.