

St. Joseph's School Fundraising Types and Purposes

At St. Joseph School we believe the FUN and the FUND of Fundraising are equally important to the success of our school.

Under the guidance of our PTO, we encourage and provide opportunities for families to participate and to promote fundraising activities in order to provide a sound Catholic faith based school which implements their Mission of providing "Excellence in Education."

SAINT JOSEPH'S SCHOOL MISSION STATEMENT

St. Joseph's Parish School, a compassionate, Catholic Community, in a tradition of academic excellence strives to:

Foster a Christian environment of family and friendship.

Educate children in the life and teaching of Jesus Christ in the Catholic tradition.

Prepare children for leadership in Church and society through a sound and challenging academic curriculum.

Enable a child to recognize his or her self worth.

Encourage a child to internalize the values of self-discipline, mutual respect, personal morality and social justice.

Nurture an individual's natural desire to learn.

MOTTO:

Appreciate the past, discover the future.

Overall Goals of Fundraising

1. Provide funds for the basic operation costs of the school such as salaries, materials, utilities, technological upgrades and replacements.
2. Provide funds for savings account for future emergency costs.
3. Provide funds for "extra" needs such as school assemblies, playground equipment, and field trips.
4. Provide funds for scholarships for financially needy students.

Three Types of Fundraising

I. Major Fundraiser:

These fundraisers are essential to the school operational budget. Major fundraisers contribute at least \$20,000 and have the potential for growth.

a. Events: These major fundraisers, such as Fun Run and Art and Wine, require a school-wide commitment of participation to insure success.

b. Appeals: These major fundraisers, such as Endowments, Wills and the Annual Appeal, reach beyond our school and church community.

II. Minor Fundraiser:

- a. Special Requests: These small fundraisers provide funds for individual groups within our school. These are group specific such as 8th grade Rock a thon, classroom catalogue sales, student council raffle, and Book Fair.
- b. Year-round: These ongoing programs contribute funds to the school with the potential to grow into a major fundraiser. Holy Grounds and Scrip are examples.
- c. Incidental: These smaller, ongoing programs provide additional support. Examples are Box Tops, Campbell's labels, recycling, and sweatshirt sales.

III. Community Builders:

Community builders create the bonds that hold our faith-based, school community together. Although the intent is to provide opportunities for families to gather, these events may also generate funds for the school. Examples are Crop for Kids (Stamping Activity), Father-Daughter/Mother-Son Dance, and school carnival.

Process for Coordinating and Approving Fundraising Efforts

There is a need to coordinate our efforts to maximize the school and community support for fundraising. Our goal is to avoid overlapping or competing events among school, parish, and community and to monitor for excessive requests.

Steps for scheduling Activities or Events and after the event:

1. Submit standard proposal form to school office.
2. Proposal form reviewed for verification of criteria.
3. PTO, school principal and/or Parish Development Advocate review proposal for calendar conflicts or amendments.
4. If dates are cleared, form is submitted to principal for approval.
5. The principal will present proposal for approval by the school advisory for new major fundraisers. Final approval will be made by principal and/ or pastor with communication to the diocese, if needed.
6. When fundraiser is over, complete and turn in final evaluation to the principal, and the detailed income and expense reports to the bookkeeper.

Hierarchy for Fundraiser Committee Organization

The strength and success of any fundraiser is the leadership of the event or activity committee. In order to provide ongoing leadership and historical perspective, these guidelines will be followed for any fund raising committee.

Selection of the Leadership Team

In conjunction with the school principal/pastor the current event committee will select the leadership team for the following year. The leadership team will consist of The Chair, The Past Chair, and an Apprentice Chair, creating a 3 year, continuous, and informed Leadership Team to implement their mission in an efficient, easier to manage approach.

Mission of the Committee Leadership:

The Leadership Trio will:

1. Oversee and guide entire event process from initial plans, actual event with closure, and review of event.
2. Work with sub committee to coordinate their work as it applies to the event.
3. Appoint appropriate sub-committees as needed.
 - a. Sub Committees will work on a specific aspect of the event as directed by the leaders
 - b. One committee member will attend planning meetings
 - c. If a committee member is a former leader of the same event, care must be taken to avoid over-stepping the different committee role.
 - d. Experienced committee members will become mentors to a first time committee member
4. Work with principal and PTO leadership to communicate progress and current status. Request help if needed.
5. Recruit replacements for the leadership roles and provide input to the principal/pastor for consideration.