

SUBJECT: Fund Raising Activities – PS, SS
NUMBER: 1080
SUPERSEDES DATE: Revised 12/05
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all fund raising activities and organizations are approved by the pastor/parish director and local Board of Education.

II. PURPOSE

The purpose of this policy is to ensure that all fund raising activities that utilize the name of the school/parish and/or tax exempt status of the school/parish follow the policies of the diocese.

III. RESPONSIBILITY

It is the responsibility of the administrators to ensure that such approved activities and organizations follow accurate accounting practices and account for the use of funds.

IV. PROCEDURE

- A. For schools connected to a parish the pastor/parish director is consulted for approval of all fund raising. Once approved by the pastor/parish director, the local Board of Education must approve the fund raising activity.
- B. Where a school is not connected to one parish, such as a regional high school, the local Board of Education holds final approval.
- C. With the approval of the local administrator, funds can be collected for a charitable cause outside the school/parish, however, the use of such funds shall be consistent with Catholic teachings.
- D. All fund raising activities involving students shall have adult supervision in their organization, administration and implementation.
- E. Intended use of the funds and any excess funds must be stated in writing prior to the fundraising activity.