

# FUND-RAISING POLICY FOR CATHOLIC SCHOOLS UNDER THE PURVIEW OF THE CEBM

## Abstract

This policy provides guidelines to all administrators of Catholic schools for fundraising activities and administering of funds to ensure that there is consistency in decision-making

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# Catholic Education Board of Management

## 1.0 Objective:

To provide guidelines to all administrators of Catholic schools for fundraising activities and administering of funds to ensure that there is consistency in decision-making.

## 2.0 Definition of Fundraising:

Fundraising – A school activity that is a collaborative effort among parents, students, school staff and other stakeholders to raise funds to enhance the school program and support school initiatives. Fundraising activities may include sponsorships and donations.

## 3.0 Donors

A key part of successful fundraising is **donor recognition**. It is important to express your gratitude and often a simple but thoughtful personalized ‘thank you’ is best and appropriate.

### 3.1(a) Significant Donors

Significant donations made to schools will be recognized at the Chancery/Archdiocesan Level and at the level of the Catholic Education Board of Management. The Principal will inform the Catholic Education Board of Management (CEBM.) and Chancery of the school’s interest in recognizing these significant donors. Details will be provided on the form/type of recognition to be given and this must be guided by the policy of the Catholic Education Board of Management.

Any intended use of media will also be communicated to the Catholic Education Board of Management in advance. Details will be given regarding the form (type of media coverage). The Catholic Education Board of Management will facilitate the process by granting approval and assisting with the co-ordination of acknowledgements at this level.

Such recognition can be in the form of:

- A formal thank you letter or card from the Chancery/Catholic Education Board of Management.
- A dedication ceremony or launching which involves the presence of the contributor and his/her participation. e.g. in the opening of a computer room/ cutting the ribbon: Republic Bank Power to make a difference. (Bank officials, CEBM, Principal)

## **NOTE**

It is important to note that Media coverage of any recognition events must be sanctioned by the Catholic Education Board of Management, in advance with details of the type of media coverage. Media coverage shall be made only through reputable media houses e.g. The Catholic News.

### **3.1(b) Recognition at the School Level:**

Most donations to schools will be recognized at the school level. Recognition may take the form of:

- A thank you letter from the principal, teachers or parents support group.
- An article in the school's newsletter, correspondence to the parents or any other school based forum, which the principal deems appropriate.
- A listing in a publication. e.g. Catholic News or newspaper.
- A commemorative brochure or plaque.
- Permanent commemorative displays such as **Republic Bank Power to Make a Difference Wall Plaque** are powerful motivators for donations and can create significant incentives for giving.
- Masses for donors/specific intentions.

## **NOTE**

Recognition will not be equated to advertising where clarification is needed to differentiate between recognition and advertising; the Principal will consult with the Catholic Education Board of Management.

**Acknowledgement of gifts must be within three business days of receipt.**

### **3.2. Local Charitable Foundations:**

- a) For liability reasons, local charitable foundations may not use the Board's name or the school's name in advertisements, promotions, etc. except with prior permission from the Catholic Education Board of Management (C.E.B.M.)
- b) A representative of the Catholic Education Board of Management or school shall not sit on a Charitable Foundation's Board of Directors without prior central approval by the incorporation paper, Bylaws and objectives of that charity.
- c) The Catholic Education Board of Management will facilitate the central approval process.
- d) Existing charities registered through legacy Boards or local charities affiliated with the Catholic Education Board of Management must submit the under mentioned documents as applicable to the Catholic Education Board of Management.
  - Copies of the relevant documents concerning Board of Directors, amendments to the Bylaws.

- Copies of their audited financial statements.

The Catholic Education Board of Management will forward documentation to the Chancery, the Manager of the school and the Principal.

#### **4.0 Expenditure of Proceeds:**

- a) The principal will ensure that resources generated through fundraising activities are used within a stipulated period of time (agreed on by the staff) from the date of receipt, unless otherwise designated for a specific project.
- b) Funds generated for a specific project must be applied to that project. The use of remaining funds after the completion of the project must be agreed upon by all members of staff.
- c) In addition to financial reports, careful documentation of expenditure on specific projects must be done by the school's Financial Committee. Book-keeping on such expenditure must be made available for disclosure at the request of the Catholic Education Board of Management and members of the teaching staff or others. The treasurer will keep the principal and staff updated on a regular basis.
- d) The budget and direction for the expenditure of these funds will be negotiated between the Principal and members of staff. The Catholic Education Board of Management (C.E.B.M.), the school's Manager and parents will be kept informed of all decisions.

### **5.0 FUNDRAISING GUIDELINES**

Any fundraising activities entered into by any school must involve practices that promote accountability and transparency. For example, when these activities involve the sale of food and beverages on the school compound, the individual must comply with the National School Nutrition Standards set out by the Ministry of Education. Also, financial statements and accounts must be maintained as prescribed by the CEBM that will be acceptable by the internal Auditor upon completion of the fundraising project.

#### **5.1 Corporate Policy**

Schools are allowed to accept outright gifts or future gift commitments that are consistent with its mission.

However, the school, as an extension of the CEBM, shall inform the CEBM of cash, pledge of support or non-cash gifts or services.

#### **5.2 Acceptable Uses of Fundraising Proceeds:**

- Purchase of additional supplies, equipment or services not funded specifically through Ministry of Education (MOE) requisition grants.
- Assistance Fund (e.g. a fund serving a charitable purpose to benefit students in need or in the case of covering the cost of a field trip etc.

- Field Trips or excursions
- Guest Speakers or presentations
- Ceremonies, awards, plaques trophies or prizes to students and teachers.
- Scholarships
- Extra curricula activities and events. (to include travel, fees, school team uniforms, school band, choirs, clubs, etc.)

### **5.3 Unacceptable Uses of Fundraising Proceeds:**

- Purchase of articles supplies and equipment provided by the MOE funding.
- Unapproved administrative expenses
- Support for any activity not aligned to the national school curriculum or CEBM's calendar of events for schools. (e.g. political activity, groups or candidates.)

### **5.4 Approval for School Fundraising Events:**

Groups that wish to stage fundraisers need to clearly provide the following information:

- 1) Purpose of the fundraising activity
- 2) Type of activity
- 3) Target amount to be raised.
- 4) Time Period for fundraising activity (start/finish times or dates)

### **5.7 Fundraising Events and Products**

- a) All fundraising activities involving students must be approved by the principal of the school involved, who must consider student safety, the suitability of the activity in relation to the mission and values of the Board and by extension the Archdiocese, as well as community standards of good taste. This includes any fundraising event conducted in a public forum and/or on school property involving students and/or staff. Examples include:
  - fundraising booths
  - pledge solicitations (e.g. walk-a-tons)
  - raffles, bake sales and drives (e.g. clothing, food)
- b) In order to limit liability and not bring disrepute to the institution, schools must not enter into written contractual arrangements regarding fundraising, sponsorship etc. without consulting the Catholic Education Board of Management. Under no circumstances must parents, students or other stakeholders act as agents of the Board due to legal implications.
- c) The principal will ensure that appropriate and adequate communication occurs between the school and the home before fundraising materials are sent home with students. This can be done through the school's PTA, school/class meetings and/or written communication.
- d) The Principal and the Fundraising Committee will ensure that all products/materials used for fundraising purposes are:

- of good quality and provided by trustworthy sources and are appropriate for student consumption and use; and
- discussed with the PTA and/or parent body to ensure that they are in keeping with the school's standard of propriety and the values held by the Board and by extension the Archdiocese.

External vendors must not sell merchandise or provide services on school property unless the vendor has been approved by the Principal. In the case of cafeteria personnel, a written contract should be drafted.

*e) Consent Forms:*

- a. Written consent forms for students participating in a fundraising event must be completed and signed by a parent or guardian and returned to the school prior to the event.
- b. Consent forms will be developed/designed by the principal and should include the following information:
  - the date, time and purpose of the activity
  - the degree of student activity (as relevant to activity)
  - any other pertinent and relevant information
- c. The consent form should also clearly indicate whether parent/guardian involvement is necessary and if parent/guardian accompaniment is needed, as in the case of walk-a-thons, concerts etc.

**5.5 Procedures for the Collection of Funds:**

- 1) At the event, have (2) persons count the money being deposited
- 2) Arrange for the bank to provide the school with night safety deposit arrangement
- 3) Use a private company or plain clothes police to accompany the schools finance person to deposit the night safe bag at the bank
- 4) Take into account what it would cost the school when looking at the overall cost for the event (to include painting, any possible damages, etc.) when arriving at the caution fee.
- 5) Banking of monies should be done on the same day of the event. It is recommended that two deposits be done on that day (i) the first after the bulk of money was received and (ii) at the end of the event.

**5.6 Accounting for Monies raised by Fundraising:**

*5.6.1 Cash Receipts:*

1. A register of all cash and cheques received in any fundraising activity is to be maintained. Copies should be made of all checks received.

2. Receipts (numbered in numerical sequence from the start of the implementation of fundraising) should be issued for all monies received. All monies received in cash or by cheques should be accounted for and deposited to the relevant bank within two (2) working days at the latest.
3. Facilities (locked safe or filing cabinet) should exist for protecting un-deposited cheques, un-deposited cash receipts and petty cash.
4. As far as possible (staff complement permitting), the responsibility for collecting, controlling and depositing funds should be segregated from maintaining accounting records.

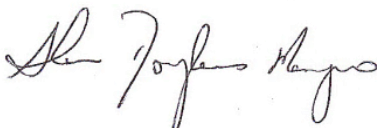
#### *5.6.2 Bank Reconciliations:*

Bank Reconciliations should be prepared monthly and reviewed by someone independent of the Cash Receipt function (the Accounts Clerk) and finally approved by the Principal.

#### **5.7 Ethical Behaviour:**

Those involved in fund-raising at Catholic schools under the purview of the CEBM are expected to act honestly and with integrity at all events. Where there may be personal or vested interests in the fundraising (e.g. If their own businesses or children are involved) these **MUST** be clearly stated before the event so that appropriate and informed decisions can be made.

Signed:

A handwritten signature in black ink, appearing to read "St. Joseph Hayes", written in a cursive style.

**CEO  
Catholic Education Board of Management**

Date: July 25, 2018