

**St. Lawrence School**  
**Fundraising Evaluation Procedures**  
Revised as of 7-26-06

In 2006, the St. Lawrence School Commission established a Fundraising Committee and a Fundraising Proposal Form. One of the Committee's responsibilities is to review the Proposal Forms to determine if the proposed fundraiser should be implemented. The procedures for that determination are as follows:

**1. Determine if the event is appropriate.**

- a. There are certain fundraisers that are not appropriate for a catholic school or are disruptive to the educational environment. The Pastor and Principal will evaluate if the proposed fundraiser is appropriate for our school to undertake.
- b. If the event is deemed appropriate, proceed to Step 2.
- c. If the event is not deemed appropriate, then the proposal is rejected and a letter is sent to the person who submitted the form (from now on called the Submitter) and School Commission indicating the reason for the rejection.

**2. Determine if the event is profitable.**

- a. In order to be worth the effort, the fundraiser should at least be able to net \$1,000. If it does, proceed to "2c", if it does not proceed to "2e".
- b. Contact the Submitter to indicate the process they used to determine profitability.
- c. If the event requires selling or distributing a certain product, contact the company involved to determine if this is a legitimate fundraiser.
- d. If the event is determined to be legitimate and is profitable, proceed to Step 3.
- e. If the event is not profitable, then the proposal is rejected and a letter is sent to the Submitter and School Commission indicating the reason for the rejection.

**3. Determine if the event has a Chair.**

- a. If the event has a potential Chair listed, contact that individual to discuss their level of interest.

- b. If the event does not indicate a Chair, then distribute a letter to the parents describing the event and requesting a volunteer to Chair it.
- c. If no one responds to this request, contact the Submitter and ask them to find a Chair for the event.
- d. If someone volunteers to Chair the event, proceed to Step 4.
- e. If someone does not volunteer, then the proposal is rejected and a letter is sent to the Submitter and School Commission indicating the reason for the rejection.

**4. Determine if the time frame for the proposed fundraiser conflicts with another established fundraiser.**

- a. St. Lawrence has several established and successful fundraisers in place. The Committee needs to determine if the proposed fundraiser conflicts with the dates of those fundraisers.
- b. If there is a conflict, a decision will need to be made to either cancel the existing fundraiser or not implement the proposed fundraiser by evaluating the interest and viability in the existing fundraiser versus the proposed fundraiser. To determine this, the Committee may wish to distribute a simple survey the parents to determine interest.
- c. If there is no conflict, then proceed to Step 5.
- d. If it is determined that there is a conflict and the existing fundraiser remains, then the proposal is rejected and a letter is sent to the Submitter and School Commission indicating the reason for the rejection.

**5. Determine the difficulty of a site for the fundraiser.**

- a. If the proposed fundraiser does not require a venue then move to Step 6.
- b. If it does require a venue, then determine if the venue can be at the Parish or off site.
- c. If the event can be held at the parish, then determine if the rooms at the school or parish are available for the event.
- d. If the event is off site, then contact the person who submitted the proposal to determine where the venue should be and if the dates are available.

- e. If a venue is determined, then proceed to Step 6.
- f. If a venue cannot be determined, then the proposal is rejected and a letter is sent to the Submitter and School Commission indicating the reason for the rejection.

**6. Take the proposed fundraiser to School Commission for approval.**

- a. Once Steps 1 through 5 are complete the proposed fundraiser goes to School Commission for approval.
- b. If the event is approved, proceed to Step 7.
- c. If the event is not, then the proposal is rejected and a letter is sent to the Submitter and School Commission indicating the reason for the rejection.

**7. Contact the Submitter to indicate that the event has been approved.**

**8. Distribute a letter to the parents to inform them of the new fundraiser.**