

**St. Matthew Catholic School, San Antonio, Texas**  
**2017-2018 Student- Parent Handbook**

**FUNDRAISING**

St. Matthew Catholic School is a non-profit organization, fully funded by student tuition and the school community. As a result, school funding must be augmented by fundraising activities, both to support and continue to expand and upgrade the school facilities and equipment and to establish and fund extracurricular activities such as athletics, the arts, including music and other activities which enrich the learning environment and school spirit at St. Matthew Catholic School.

The purpose of this section is to clarify the School's policies with regard to all fundraising activities, which are undertaken in the name of St. Matthew Catholic School or any organization affiliated with the school.

The sponsors fundraising authorization packet, available from the bookkeeper, must be completed prior to any fundraising activities.

Fundraising requests for specific health/medical events/organizations will be considered only if that event/organization is affiliated with our Catholic Faith. Examples: St. PJs Children's Home, Seton Home, Santa Rosa Children's cancer unit, etc.

**Solicitation through flyers, mailers, etc., will not be allowed in the school or directly to students if the fundraiser is not directly affiliated with St. Matthew Catholic School.**

**AUTHORITY**

The principal has the authority over all fundraising activities. The principal may, however, seek the input of the School Council in evaluating such proposals.

All funds that are raised on behalf of or in the name of St. Matthew Catholic School whether by the school directly or any affiliated organization are property of St. Matthew Catholic School and must be accounted for accordingly. Use of the St. Matthew Catholic School name in fundraising activities is expressly prohibited unless prior approval for such activities is received in writing from the Principal.

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The St. Matthew Catholic School PTC is the primary fundraising organization. Other organizations seeking funding for small expenditures may wish to consult with the PTC for assistance with funding.

#### **FUNDRAISING CRITERIA**

The principal in evaluating and approving fundraising proposals will consider the following criteria:

1. The purpose of the proposed fundraising activities and the use of proceeds must be clearly stated and consistent with the mission, goals and objectives of the school.
2. Any school organization, which wishes to engage in fundraising activities, must prepare and present a budget, showing sources and uses of all funds. Such budget should not reflect a deficit of expenditures over funds raised and any budgeted surplus will become available for the general obligations of the school. However, excess funds may be redirected to the organization in the event there are additional properly justified expenditures.
3. If tangible items are to be sold or distributed, such items must be appropriate for sale or distribution in a Catholic school community.
4. If fundraising activities are to be undertaken in conjunction with any third party, the third party must possess an impeccable reputation and must conduct itself in a manner consistent with the mission, goals, objectives and values of the school. The nature and terms of the relationship with the third party must be fully documented (contracted services form completed).
5. All contracts or agreements with third parties must be submitted with the fundraising application for approval by and signature of the principal.

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6. The organization must present a clear plan and procedure regarding record keeping and other fiduciary matters. Such matters must be coordinated with the principal and financial officer of the school or finance committee of the school board if applicable. To ensure proper accounting for fundraising activities, all collected funds must be deposited on a weekly basis into the school's bank accounts and any disbursements must be made through the school bookkeeper. Requests for disbursement must be made at least three business days prior to the date the check is required.
7. The timing of fundraising activities must be carefully considered and coordinated with other fundraising efforts.
8. Ten percent of the net proceeds of all school related fundraisers are to be donated to the Endowment Fund.