



SCCS Fundraising Policy and Volunteer Incentive Program (VIP)

St. Charles Catholic School is an independent school, and as such, fundraising is a critical component of the functioning of our school and ensuring that St. Charles Catholic School is able to provide the best educational experience and programming possible. The Board of Directors sets its fundraising target annually, and approves the list of fundraisers for the upcoming school year. A Fundraising Committee Coordinator will be appointed by the Board Chair from the sitting members of the Board of Directors and will be assisted by Fundraising Event Coordinators drawn from the general parent population. The Fundraising Committee Coordinator will be responsible for the overall running and execution of all Board Fundraising events, as well as ensuring volunteers are organized for the event, and supporting them in their tasks. The Coordinator also maintains all previous year's records and ensures that final reports are prepared and submitted to the Board and Finance Committee along with a review of the year's fundraisers and a plan for the next year's events and goals prior to setting the annual budget.

In order to help reach the budgeted fundraising goals each year, each family at SCCS is required to fulfill 20 hours of volunteer participation (VIP) hours. Families are also required to participate in the school's two designated mandatory fundraisers each year. Families are also given the option to provide payment in lieu of participation for both the VIP hours and the two mandatory fundraisers if desired.

A. Fundraising Proposals and Requests

All fundraising proposals, suggestions and requests must be submitted to the Board of Directors by completing the SCCS Fundraising Proposal Form – see Appendix A. All requests will be reviewed by the Fundraising Committee and the Board of Directors for approval. All fundraising must be in keeping with the Mission and Values of St. Charles Catholic School and the Catholic Faith and Its teachings.

Fundraising proposals put forth by families currently enrolled at SCCS must be vetted to ensure that there will be no personal financial gain obtained from the proposed fundraising endeavor.

All money raised through individual fundraisers will be placed into general fundraising revenue, unless otherwise approved by the Board of Directors.

B. Donations to the School in Lieu of Volunteer Hours

Donations made to St. Charles Catholic School, by a currently enrolled family, whether for fundraising or programming, may be credited for Volunteer Incentive Program (VIP) hours. The donation should be accompanied by a receipt indicating value or approximate value, as well as the name and contact information of the family making the donation. However, the value of the item in relation to the number of hours granted will be determined by the Fundraising Committee Board Chair, in conjunction with a representative of the Board of Directors, and will be based on suitability, need and perceived value.