

GUIDELINES FOR FUNDRAISING CHAIRPERSONS

Thank you for volunteering to chair a fundraising event for St. Ignatius Catholic School. Your contribution of time and talent is an invaluable gift to the School and is greatly appreciated. The following guidelines will help to provide you with the resources and information necessary to ensure your event is successful.

GENERAL RESPONSIBILITIES

1. The Chairperson of the fundraising event for the prior year shall provide the current Chair(s) with the “Event Resource Binder” containing, notes, documents and information from that event. The content should be reviewed in its entirety to ensure the event Chairperson(s) are familiar with the operations of and best practices for the event.
2. The President of the Association and the Fundraising Coordinator shall be notified by the Chairperson(s) that they intend to begin work on their event.
3. Chairperson(s) shall obtain a list of volunteers who have signed up for the event from the Volunteer Coordinator. An initial meeting shall be scheduled with all event volunteers to appoint committee chairs, review the fundraising process, and confirm understanding of the Association Expense Reimbursement Policy.
4. Consistent communication with the Fundraising Coordinator is expected by all Chairperson(s). The Association President shall be contacted regarding any logistical questions as the President was on the board the prior school year and will have knowledge of the event. The President will also be familiar with the protocol for Association events.
5. Chairperson(s) must receive express consent from the Association Board prior to making any significant changes to the structure and format of the fundraising event.
6. Chairperson(s) shall communicate regularly with the Chair(s) of the events sub-committee(s) to ensure they are staying on pace with the timeline for the event. In addition, regular communication ensures the Chairperson(s) are informed of the progress of the events sub-committee(s). Fundraising Chairperson(s) have the responsibility to ensure functions are operating in a timely and efficient manner.
7. Chairperson(s) are accountable to the Association Board. They are expected to attend the monthly Association Board meetings. At said meeting the Chairperson(s) shall be prepared to provide reports and updates on the progress of the event.
8. Chairperson(s) are required to maintain detailed records of the management of the event to ensure an accurate and thorough record is maintained to pass on to their successors.

FINANCIAL RESPONSIBILITIES

1. An event budget shall be determined by the Chairperson(s) for the event, the Association Treasurer and the Fundraising Coordinator. Said budget shall be submitted to the Association President and the School Business Manager for approval before any expenditures are made for the event.
2. All expenses that fall within the approved operating budget do not require approval from the Association President and Treasurer.
3. Any expenses that are not within the approved operating budget require prior approval from both the Association President and the School Business Manager.
4. To avoid paying sales tax, all expenses must be made utilizing the Sales Tax Exempt Certificate. A copy of this certificate is available for use from the School Business Manager. Any sales tax paid will not qualify for reimbursement.
5. Fundraising Chairperson(s) are required to routinely update the Association Treasurer and Fundraising Coordinator of all expenses incurred for the event.
6. A completed Association Reimbursement Request Form shall be submitted to the Association Treasurer along with all corresponding receipts for expense reimbursement. Association Reimbursement Request Forms are available on the Association webpage of the School website.
7. A Fundraising Event Financial Report must be delivered to the Association Board within fourteen (14) days of the conclusion of the event. As an ex-officio member of your fundraising committee, the Treasurer will assist in the preparation and review of the Fundraising Event Financial Report. The Fundraising Event Financial Report is located on the Association webpage of the school website.
8. A Fundraising Event Evaluation shall be completed for every fundraising event and delivered to the Association President within thirty (30) days of the conclusion of the event. The Chairperson(s) shall work with the Fundraising Coordinator to ensure the thoroughness and accuracy of the evaluation. A copy of the Fundraising Event Financial Report shall be included with the Evaluation. The Fundraising Event Evaluation is available on the Association webpage of the school website.

I agree to the above general and financial responsibilities:

Date: _____

Name: _____

Signature: _____

Fundraising Committee: _____

