

Salem County Christian Academy Class & Club Fundraising Policy (Scheduling and Approval Process)

Salem County Christian Academy has a ***limited*** fundraising policy. The Academy realizes that fundraising is a matter of necessity in order for the Academy to provide needed items and programs. The Academy will participate in several major school-wide fundraisers each year. Individual groups, such as sports teams, student council, etc., may initiate a fundraiser on a small-scale basis. ***All fundraisers for the Academy must be approved and scheduled in advance with the Administrator and Academy Board Fundraising Chairman.*** The policies regarding school fundraisers are as follows:

1. Business or company programs for non-profit organizations and sale of goods (i.e. sub sales, candy, candles, etc.) will be permitted.
2. A completed Fundraising Authorization Form stating the type, date, and length of the fundraiser must be submitted and approved by the School Administrator and Board Fundraising Chairman at least two weeks prior to the scheduled fundraising activity.
3. Each class may hold up to 6 fundraisers per year. Not included in these are “non-ask” fundraisers such as road cleanups, or “tag on” fundraisers during school-wide events. For example, bake sales, concessions; silent auctions that are held at already established school fundraising events will not count toward the six.
4. Students under the age of 16 cannot solicit on the street or door-to-door unless supervised by an adult.
5. No specific fundraising activity should exceed more than 3 consecutive weeks.
6. All fundraising is to be done as a class with the understanding that all participating students benefit equally.
7. The use of Salem County Christian Academy’s name is permitted.
8. No fundraising project will be permitted to borrow from the general fund.
9. Each group will have its own account in the name of the Academy and will be accountable to the SCC Academy board for the management of it’s money.
10. All Fundraising must not interfere with the Academy’s lease agreement for the property.
11. Each Fundraiser must have an adult supervisor.
12. If a student leaves the Academy, all monies remain with the respective class.

*****Beginning in the 2015-2016 school year, all class/club fundraisers for the year need to be planned and approved by November 1st each year.***

Salem County Christian Academy Fundraising Application:

Name: _____ Today's Date: _____

Fundraiser details:

Begin date: _____ End date: _____ (length not to exceed 3 weeks)

Group involved: _____

Name of Adult Responsible: _____

Company or products used: _____

Goal(s) and/or objective(s): _____

Purpose for funds raised: _____

_____ School-wide or _____ Exclusive to: _____ (i.e. basketball team, Class of 2010, etc.)

Brief Description:

Responsibilities: (if you are not the chairman, please indicate who is below)

1. Name: _____
Responsible for: _____

2. Name: _____
Responsible for: _____

3. Name: _____
Responsible for: _____

Use the back for additional information:

I have read and understand the policies for fundraising, collecting, and counting of funds. I will adhere to these policies.

Signature

Date

For Office use only:

Administrator _____ Approved _____ Denied _____ initials

Fundraising Chair _____ Approved _____ Denied _____ initials

If Denied [reason(s)]: _____

Placed on Fundraising calendar _____ Yes _____ No

Fundraising Policy and Money Collection policy attached