

SACRED HEART PARISH & NORFOLK CATHOLIC SCHOOL

FUNDRAISING REQUEST PROTOCOL

Effective July 1, 2018; Updated August 2025

Thank you for your stewardship. We appreciate all the support the parents give to provide for our students. In order to streamline all fundraising connected to Sacred Heart parish and Norfolk Catholic all fundraising events/activities will require approval from the appropriate administrator/supervisor. This will enhance communication of all events on the calendar and it will allow coordination of asks from our local businesses. Please don't hesitate to contact the business office if you have any questions. Since parent leaders change each year, here is a review of our business practices as an organization set by the Archdiocese of Omaha and observe the guidelines listed below:

1. Each fundraising request should include the purpose of the fundraiser, how the funds will be used, the schedule/dates/times, duration of effort, identification of method, goals, objectives, and any other financial information.
2. The official school/parish fundraising request form (on the back of this information sheet) needs to be completed and submitted for approval first to the immediate supervisor and/or director of the program. The director or supervisor of the program will forward the request to the Administration, Advancement or Parish Stewardship Director. Fundraisers will be considered approved, once signed by both leaders.
3. Once final approval is received, the original fundraising request form is retained by the group and returned, including the summary, to the Advancement Director or Parish Stewardship Director.
4. All fundraising letters, or call for ads/sponsors require the approval of the Advancement or Parish Leadership Director. All letters or solicitations shall be submitted at least 2 weeks prior to the planned mailing or emailing to the Advancement or Leadership Office for review.
5. When making any financial request from donors, the letter submission to Advancement must include a list of the audience to receive the letter with addresses and relationships (parent, alum, parent of alum, business, and friend or relative). Advancement will keep a copy of this letter.
6. Monies raised using the school name designated for a specific event or purpose are to be deposited in the designated account and can be turned in at the high school office as soon as possible. All expenses are to be paid from the designated account by the business office employee that oversees the designated account. Any awards should be posted or announced. Deposits should be made regularly. No check can be held for more than a week.
7. Each group shall have a financial reporting procedure in place. This report should list responses, amounts given, rejections, bad addresses, etc. Report must be given to the Advancement Office or Stewardship Office within one month of the date of the fundraising letters.
8. It is our fiduciary responsibility as an organization to provide oversight of these funds and track all income and expenses. Mayra can provide a financial report as well as an account balance if requested. To get reimbursed if one of the parents personally pays for an item, they must turn in the receipt to Mayra and a reimbursement check will be issued. We also have a credit card for HyVee and Walmart purchases that may be checked out at the high school office and can be used for purchases as well. Since we are a tax exempt organization, please feel free to reach out to the business office to provide tax exempt information to vendors you are purchasing from.
9. Each group will notify the Advancement Office or Parish Stewardship Office of their procedures for thanking donors in writing. A formal thank you in writing must take place.
10. This protocol is to be followed by anyone and every group who is soliciting dollars in the name of Norfolk Catholic School or Sacred Heart Parish. To include, but not limited to: dance posters, fundraisers currently in place (ie.: Tour of Homes, Booster Club Golf Tournament, etc.), selling raffle tickets for small prizes at home athletic contests, etc.

NORFOLK CATHOLIC SCHOOL OR SACRED HEART PARISH FUNDRAISING REQUEST FORM

PLEASE PRINT NEATLY!

Group or Team Name: _____ Date Submitted: _____

Coach/Sponsor/School/Church Supervisor/Director: _____

Contact Person for the Fundraiser: _____

E-mail of Contact Person: _____

Phone number of Contact Person: _____

**All persons must be Safe Environment certified prior to participation.*

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION

Description of Fundraiser (Include method, goals and objectives): _____

Purpose of Fundraiser (How will the funds be used?): _____

Parent(s) Volunteers helping -they must be SE (Safe Environment) certified: _____

Dates Requested (if for a duration, please include "from" and "until" dates or an additional list)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

All requests must be signed by the Coach/Sponsor (above signature) before the form is submitted for Leadership approval (below signatures). Every fundraiser must follow the protocol on the back of this form. Any donation of service, sponsorship or gift must be reported in the summary and to the Advancement Director or Parish Leadership Director within one week of the donation date, unless other arrangements are made with business office personnel, in order to adequately recognize the donor's commitment to Norfolk Catholic or Sacred Heart Parish.

Funds collected will be Deposited in _____ account by _____ (timeline)

SIGNED & APPROVED BY:

Advancement or Business Manager: _____ Date: _____

Principal or Parish Leadership Director: _____ Date: _____