

## **Before You Raise Money or Collect Stuff! Things to Know and Do When Considering a Fundraising Event**

Prior to scheduling a fundraising event, student leaders need to first complete a fundraising request and coordination form (attached and available in the Main Office and On-Line), and schedule an appointment to meet with the Dean of Students to discuss the particulars of the function. This process is designed to help student-led fundraising activities remain both in keeping with the mission of the school and successful.

Prior to approval, the Dean of Students will consult with the Development Office and review the school's calendar to ensure that the request is not in conflict with other school or student initiatives. Collecting stuff (for example, toys or clothes) also counts as fundraising.

While the school recognizes the educational value of club and class leaders organizing and implementing fundraising activities, there are other issues the school must consider prior to approving a fundraising request. Fundraisers encourage and promote leadership, develop skills, and also provide opportunities for student groups to develop a stronger sense of community. On the other hand, the school is sensitive to the fact that many of the club and class fundraisers target our adult community - many of whom already are asked to donate money to the school through activities led by the Development Office and Parent Council.

Therefore, in general the school discourages fundraising as *an initial* way for students to help provide support for charitable causes. To be consistent with the school's mission, we encourage support that is direct in its action. This would include, but is not limited to raising awareness through educational assemblies, or by volunteering time and effort in direct support of a cause.

There may be exceptional circumstances when direct fundraising is the most appropriate action a group of students can take. Responses to natural disasters (the Tsunami and Hurricane Katrina) are instances where fundraising might be an appropriate first step for students. Occasionally, small fund raisers for a charitable organization with whom the school has an established mutually beneficial relationship might be appropriate as well. Many annual University Prep fundraising events illustrate the many benefits to the community of well-organized efforts: the sophomore dinner, Coffee House, and the Bite.

# Fundraising Request and Coordination Form

Date of Request \_\_\_\_\_ Sponsoring Student Group \_\_\_\_\_

Group Advisor Name \_\_\_\_\_ Lead students names \_\_\_\_\_

Advisor initials \_\_\_\_\_ *(I have discussed this proposal with the students.)*

1. Describe how this fundraiser supports and/or advances the school's mission.

2. Please describe other ways you might assist the beneficiary of your proposed fundraising activity and list what steps you have taken prior to requesting a fundraiser.

3. Describe the audience to which you will direct your appeal, how you will communicate results, and the timeline of the activity.

4. What will happen to the money you raise? Please be specific.

Please return this form to the Dean of Students for consideration and approval.

Approved

Approved with changes

Denied

\_\_\_\_\_ *(Dean of Students signature)* \_\_\_\_\_ *(date)*