

## Fundraising policy (External Fundraising)

The Parish Education Committee must approve all external fund raising activities. This includes activities to raise funds for a specific class, project or the entire school, which is undertaken by a parent or parent groups involving organizations outside of the parish community using the name of the school in any form.

Proponent will present in **WRITING** a proposal highlighting;

- Activity to be undertaken
- Organization to be contacted
- Contact person and address of organization
- Method/ activity utilized to raise funds
- Purpose or project the funds raised will be allocated
- Timeframe of project
- Expected funds to be raised

The proposal must be presented to the PEC for approval prior to contacting the proposed organization. The PEC will review the proposal and respond to the proponent within a reasonable amount of time.

It is the responsibility of the Parish Education Committee to approve and direct any parent group working or acting on behalf of the school. (Refer to CISVA policy manual Parent Group #415)