



TRINITY ACADEMY

Innovative Classical Learning

Trinity Academy Fundraising Policy

Trinity Academy, like any institution, will always have ordinary, capital, mission-related, and practical needs. Meeting these needs falls within the gospel-inspired activity of good stewardship. We believe that raising funds should have a spiritual component - if donor's hearts are captured by the work God has called us to they will respond with their time, talents and treasures all of which are equally valued and we must be prepared to receive them. Our focus is the donor's heart.

Fundraising efforts must respect the priorities of the school, as a whole. They must also honor the historic pool of donors and the frequency with which they are solicited. Expanding the list of contributors who embrace Trinity's mission is a goal as important as securing funds. Placing specific fundraising projects in the context of the total institution is an exercise of good stewardship and community spirit.

Trinity Academy wants to make any fundraising effort a positive and fruitful experience for everyone. To support funding efforts, the school will review, prioritize and approve all fundraising projects and, in many cases, assist in their success by making available the resources of Trinity's Advancement office.

What makes it an approved Trinity fundraiser?

It is a fundraiser if:

Students and/or employees of Trinity are involved **and**

The school name and/or logo is used **and**

It is done with the approval of the Advancement Office and School Administration.

Only when all of the above criteria are met, may funds be raised.

Privately, students are allowed to raise money as members of other organizations (scouts, youth group, etc.) but this activity cannot be done as a school-approved fundraiser, using school resources or on school time. Students may not use their school team or school club name, nor should they suggest school representation verbally or by wearing a school uniform during personal or private fundraising.

In order to properly approve, coordinate, and achieve results for every fundraising program, the following process is to be followed:

1. Groups and/or individuals should prepare a proposal to be submitted to the Advancement Office for approval **by July 30th** for the **fall semester** and **by November 30th** for the **spring semester**. Proposal forms are available online here or in the Development Office. Proposal forms must be filled out completely, including the name of the faculty member/administrator serving as project liaison. *If an event materializes after July 30th or November 30th, a proposal may be submitted **30 days prior to the start date** of the proposed event.
2. When approval is received, the event will be posted to the school approved fundraising calendar and communicated to the school community accordingly. The liaison of each project should inform the Development Office if there is a change in the project or schedule.
3. Every fundraising project will submit a written report of its efforts and results to the Development Office within two weeks after the event conclusion. Fundraising efforts encompassing more than one month must report activity to the Development Office monthly.

The goal is for the students to lead these fundraisers- prepare, market and actually do the work – with the help of their parents and a faculty/staff contact. The students need to be involved in setting the goal and planning how to reach this goal. We want to make sure groups are not competing with each other and that the fundraiser chosen will fit within the mission of our school.

Examples of previously approved student fundraisers:

- Concessions at games, approved by Athletic Dept.
- Poinsettia and Easter Lilly Sales
- Dinner or breakfast before large school-wide events
- Pine straw and pansy sale
- Christmas Trees and Christmas Wreath sales
- Go, Play, Save Coupon Booklet
- Seniors for hire and senior childcare at events

Thank you for your support of Trinity Academy!