

Fundraising Policy of St. John-Emmanuel Lutheran School

1. Appropriate Purposes
 - 1.1 Activities to raise funds may be held to support curricular, co-curricular, or extra-curricular programs.
 - 1.2 The proceeds from any activity to raise funds will be used for the purpose for which it was raised
 - 1.3 In the event that funds are raised in excess of those needed, the following shall govern their use:
 - 1.3.1 The principal can approve the use of the funds for a similar or related purpose. For example, excess funds raised for basketball uniforms may be used for volleyball uniforms.
 - 1.3.2 The use of excess funds for an unrelated purpose can only be done with the approval of the school board.
 - 1.4 All funds raised are the property of St. John-Emmanuel Lutheran School. They shall not be paid or used to benefit any individual, with the exception of a benefit held to benefit someone in need.
 - 1.5 As a model of God-pleasing stewardship a portion of the net proceeds from fundraisers may be directed to a mission/outreach program/activity approved by the pastors and the principal.
- 2 Appropriate Fundraisers
 - 2.1 Appropriate fundraisers are those involving the sale of goods, the providing of a service, or a solicitation of donations.
 - 2.2 Any fundraising activity that involves a raffles or any type of gambling is not appropriate.

Procedures to Implement Fundraising Policy

1. All fundraisers must receive the prior approval of the principal.
 - 1.1. The group desiring to conduct a fundraising activity will inform the principal in writing of the following:
 - 1.1.1. Nature and purpose of the activity
 - 1.1.2. Date(s) of the activity
 - 1.1.3. Person in charge of the activity
2. Advertising for all fundraisers will include the purpose for which the funds are being raised.
3. It is required that prior notice be given to the church offices for sales at the churches.
4. All funds collected will be deposited promptly in a school account, and all expenses paid via a check drawn on a school account. All funds raised are the property of St. John-Emmanuel Lutheran School. They shall not be paid or used to benefit any individual, with the exception of a benefit held to benefit someone in need.