

Fundraising/Collection Policy and Procedures

At Lansing Christian School it is a priority to provide opportunities for students to serve others so they can gain a greater understanding of God's world and develop a heart for His people. As a result, there are many classes or groups within the school who wish to raise funds for a school organization or for an outside nonprofit organization. Because Lansing Christian School is a mission-based organization that relies on fundraising to support the priorities and operations of the school, LCS must carefully weigh how requests to collect donations of money or goods will enhance the student learning experience against the effect on the broader school community that is being solicited. The following are policy and procedures regarding supported fundraising practices at Lansing Christian School:

- **Fundraising activities for clubs, organizations, or sporting teams shall be limited to a maximum of one fundraising activity per group, per year.**
 - a. Exceptions are as follows:
 - i. The Athletic Program will operate and receive proceeds from the Concessions stand, Golf Outing, and typically one other Fundraiser (Koeze nuts).
 - ii. Fundraisers requested by Administration (i.e. Fall Festival/5K, Trip and Spring Fling).
- **School wide fundraisers and/or collections for other nonprofits (non LCS organizations) must be directly tied to a student learning experience that is formational in nature and be requested, as well as overseen, by a teacher. The fundraiser should be an intrinsic part of the student learning experience, and not simply a means to pay for costs associated with a project.**
- All fundraising activities or collections (regardless of the group initiating the fundraiser) must be approved by the appropriate Principal and the Director of Development.
- The school cannot accommodate all fundraising and/or collection requests, so approval is contingent on timing, the nature of the solicitation, and the impact on other fundraisers and/or collections.
- Revenue generating fundraisers, or the collection of items, are recommended over a direct ask for a monetary donation.
- Door-to-door fundraising is strongly discouraged due to the potential safety issues for the students.
- Any class that would like to collect items during Spirit Week must have a teacher submit a fundraiser and/or collection request form which is subject to approval by the appropriate Principal and Director of Development.

Fundraising procedures:

- A Fundraiser Activity Request Form or Formational Learning Experience Donation/Collection Request Form must be completed for each fundraiser and/or collection at least two weeks before the planned fundraiser and must be submitted in writing to the Principal for initial approval. After the Principal approves the request, it will be sent to the Director of Development for approval.
- The fundraiser and/or collection should not be advertised until it has been approved by the Development Office.
- The cost of the fundraiser and/or collection, the projected amount raised, and the purpose of the fundraiser and/or collection must be indicated on the form.
- The School's cash deposit procedures need to be followed when operating a fundraiser for monetary donations, and the person or group submitting the request must keep a record of any funds deposited.
- If you anticipate donations via check or credit card over \$25, which are not in exchange for a product or service, you must work with the Development Office to determine a system to receipt and thank donors for their contributions.
- After the fundraiser is complete a Fundraising Report must be filled out and submitted to the Director of Business and Finance.