



Fundraising Policy

Revised September 2019

Cotter Schools encourages support from individuals, organizations, foundations, volunteers, and other entities that assist us in fulfilling our mission.

Cotter Schools welcomes organized fundraising groups who fundraise for various school related activities, including, but not limited to, booster clubs, campus ministry, mission trips, and academic clubs. These groups support the educational and extracurricular activities at Cotter Schools.

Cotter Schools may receive donations in the form of cash, securities, gifts-in-kind, and volunteered time.

Who Should Read this Policy:

Any person or organization who will be soliciting the community for funds, gifts-in-kind, or volunteer hours on behalf of Cotter Schools.

Purpose:

This policy is designed to guide appropriate fundraising activities and assure consistency in fundraising in the name of Cotter Schools.

The Policy:

- Cotter Schools maintains control over all fundraising activities through the Advancement Office
- All organized fundraising groups must complete the Annual Plan and Fundraising Event agreement sheets; and they must be submitted to the Director of Community Relations and approval given before fundraising efforts begin.
- All fundraising groups must refrain from soliciting the Cotter Community Partners
- All fundraising groups must solicit a broad array of constituents to ease donor fatigue and make sure no preferential treatment is given to certain entities
- All brand and logo usage must be approved by Cotter Schools
- All donations received need to be submitted to the Finance Office for deposit within 24 hours of the conclusion of the fundraiser, or the next available business day
- Gifts shall not be accepted if:
 - There is an expectation of obtaining influence or preferential treatment
 - It is in direct contrast to Cotter Schools' mission
 - The donation was illegally obtained
- All funds are categorized as "general unrestricted" for the use of Cotter Schools unless a specific purpose is noted by the donor or by an organized fundraising group
- All expenditures need to be submitted through the Cotter Schools staff representative
- The Cotter Schools staff representative for each organized fundraising group is responsible for submitting a purchase order in a timely manner to the finance office for payment

*For questions regarding this information, please contact Anna Koopman,
Director of Community Relations at akoopman@cotterschools.org or 507-453-5100.*



Fundraising Procedure

Advancement Office Procedures for Donations:

- The Advancement Office will record donations from the following organized groups:
 - Booster Clubs
(Athletics, Band, Choir,
Speech)
 - Post Prom Committee
 - Campus Ministry
 - National Honor Society
 - Student Council
 - Academic Clubs
 - Auction Procurement
 - Scholarship Committees
- The Advancement Office will not record pass-through donations:
 - A pass-through donation is any donation collected in which 100% of the amount donated is immediately redirected to an outside individual or organization (i.e. Campus Ministry/Catholic Relief Services fundraisers)
- The Advancement Office will not send an acknowledgment letter upon notice that a recurring gift has been received, unless by donor request. An annual donation acknowledgement letter will be sent to the donor
- It is standard procedure for the Advancement Office to send thank you letters upon receipt of a donation over \$25.00
- Any thank you letter from an organized fundraising group under the name of Cotter Schools needs to be approved by the Director of Community Relations prior to distribution

*For questions regarding this information, please contact Anna Koopman,
Director of Community Relations at akoopman@cotterschools.org or 507-453-5100.*



2019-20 Fundraising Event Agreement

Date: _____

Group Name: _____

Cotter Staff Representative: _____

Booster/Activity Representative: _____

Purpose of Fundraising

Efforts: _____

Goal Amount Needed: _____

Fundraiser Information:

- Event Name: _____
 - How will funds be raised? _____
 - Date (or date range): _____
 - Target Donors: _____
 - Volunteers: _____
 - License/Permit Required? _____

Brand/Logo Usage:

- The Cotter logo should be used on all fundraising documentation. Please attach a sample for the school's review.

Fundraising Group Representative:

Signature/Role

Date

Cotter Schools Approval:

Director of Community Relations

Date

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Director of Community Relations at akoopman@cotterschools.org or 507-453-5100.*



2019-20 Fundraising Annual Plan

Yearly Fundraising Overview (Purpose for fundraising):

Please clearly state the purpose for the funds being raised, and the plan for how the group plans to raise the funds needed:

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Long-term Special Fund Plan (if any):

Some groups may have long term needs and special funds to budget for those needs. Please clearly state any long-term funds your group has accounted for in the budget:

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Fundraising Group Representative:

Signature/Role

Date

Cotter Schools Staff Representative:

Signature/Role

Date

Cotter Schools Approval:

Director of Community Relations

Date

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