



Fundraising Policies and Procedures

Does your Lycée Club, Sport, Parent Committee, etc. have a Fundraising idea? GREAT!

Here are a few steps to follow to ensure that your idea is successful and within the Le Lycée's branding and accounting guidelines:

[Purpose & Scope](#)

To provide a framework and helpful information to the generous faculty, staff, students, alumni, parents and other volunteers who wish to assist Le Lycée to raise gifts, pledges, as well as in-kind items from private individuals, businesses, and organizations.

Our goal is to conduct fundraising in a manner that supports the mission and philosophy of Le Lycée while following all federal, state and local regulations, as well as foster a culture of giving while advancing the school's program and facilities.

[Definition of Fundraising](#)

Fundraising is defined as soliciting funds or gifts-in-kind (i.e. non-cash gifts/donations or services) for a charitable effort. This includes approaching individuals to support a cause, fundraising events, such as car washes, sale of merchandise, etc.

Fundraising Policies and Procedures (Continued)

Procedures

Step 1 (create an online/pdf form)

At least 30 days prior to the activity, event or communication, an application form must be submitted to Mme Moghoyan (moghoyan@lyceela.org).

The online form can currently be found on the Lycée website Under "Lycée Life", then "Forms and Handbooks". Information to include:

1. Main Contact person from the club or group (First, Last Name, relation to school (Parent, teacher, student, etc)
2. Day/dates of activity, event, sale
3. Time and location (include campuses), etc
4. Description of the activity, product (include: whether students will be involved and who will be supervising them, will the school name and logo be printed/displayed?) – requires written approval by Mme Kabbaz
5. Description of what the funds raised will be used for
6. How the activity, event will be promoted and materials will be distributed (web, social media, flyers, email, etc)
7. Estimated expenses (detail vendors and price per item/service, how many, including shipping, etc)
8. How will money be collected? Online, by hand (who will be receiving it?) Cash, check or credit card?
9. Method of thanking supporters of the activity, sale, event

Step 2

Once the activity/event is approved, further discussions maybe required concerning: receipting requirements, payment processing, reimbursements, etc.

Step 3

After the activity/event, the contact person will submit the following to Finance (moghoyan@lyceela.org):

1. Any funds raised – including gifts made from cash and credit cards. A list of in-kind donations (as applicable)
2. All receipts of expenses and list of revenue
3. Names and addresses of any donors requiring or requesting receipts, the amount and activity/event of their contribution
4. Photos, news. We want to share the news of your success!

Questions? email: larsen@lyceela.org