



GOAL of The New Fundraising Policy

A multi-phase plan that financially and responsibly meets the needs of ongoing programs, establishes protocols for expanding and increasing programs, attends to donor fatigue, preserves the image of MACS, and decreases the burdens of current families, staff, and students all while maintaining the quality of the amazing programs MACS has.

1. Streamline fundraising for McDonnell Area Catholic Schools
2. Maintain and increase positive donor relations with stakeholders
3. Create proper fiscal & stewardship oversight without dictating program outcomes or stifling creativity
4. Support new and ongoing program growth

Phased Solutions

Phase 1:

All Booster Clubs will provide a detailed financial report quarterly, based largely on the needs of the quarterly audits, to the Business Office and Advancement. The Business Office will provide Clubs with a quarterly financial report.

1. Faith Boosters: Approved to run two fundraisers
2. Fine Arts Boosters, f/k/a Music Boosters: Approved to run two fundraisers
3. McDonell Athletic Boosters: Approved to run three fundraisers plus an additional three season fundraisers.
4. McDonell Alumni Association: Approved to run two fundraisers.
5. All Booster and Association fundraiser requests will still need to be submitted for review and approval by the Advancement Team and System President.
 - a. A system shared calendar will be created with all events and fundraising pushes.
6. Programs can participate in unlimited service projects throughout the year to raise program specific funds.
7. Programs will not be authorized to run program specific fundraisers, nor will co-op fundraisers be authorized unless run as one of the approved Booster Club Fundraisers.

Key Components of Success:

Planned Communication and Understanding of Program Needs on the Booster Club Level.

1. Advancement or Business Office members will attend one Booster Club Meeting annually or upon request.
2. An annual or bi-annual meeting that would include all current Booster Club Officers, the Athletic and Activities Director, Advancement Team, Business Office, President, Controller, and Principal to go over six month or yearly plans, goals, and missions.
3. Booster Club representatives are encouraged to attend two meetings of the Finance Council Meetings and the Education Commission.

**Implementation of a plan to scale down the amount of individual fundraisers by consolidating teams and clubs under their respective Booster Club umbrellas. The Booster Club would partner with their programs to develop a budget that would be reviewed and approved by the Boosters no later than March 1st and then presented to a Budget Review Committee consisting of the Business Office, Controller, Advancement, Athletic and Activities Director, Administrator, and President for final review and approval by March 15th. Any changes to the proposed and approved budget would need individual approval per overage need with explanation or a new budget proposed and approved if it is a large amount of changes based on unexpected program growth or needs.

The Booster Clubs would be allowed to keep their current fundraisers to support their programs. Additionally we propose that up to three times per year a fundraiser for MABC could be utilized. This could be organized with the Central Office Advancement Department and run with current software. These fundraisers should be presented to the Advancement Department for approval. This also allows MACS to keep our donor information confidential and assist our programs and Booster clubs with effective stewardship of gifts.

Implementation

By building a system of collaboration with teams and clubs, we can work together to encourage foresight, growth, and development within programs.

1. Each current team and club program is housed underneath a central Booster. Faith Boosters, Fine Arts Boosters, and Athletics Boosters will provide a timeframe for each club or program to submit a budget. Each club or program should have a program account within the Central Office for Booster Clubs and/or programs to fund. Approved budgets will still have to be submitted to a MACS Budget Review Committee potentially composed of the Athletic and Activities Director, Principal, President, Advancement, Business Office and Controller to review and approve.

Disbursement of funds:

1. Club/Program accounts will remain active and available for use at the discretion of the program lead/coach and Athletic and Activities Director. A purchase order will be submitted for approval to the Athletic and Activities Director and the Business Office prior to ordering. Budgeted funds will be housed in the Boosters Club accounts and are disbursed directly to the school through reimbursement at a minimum of three times per fiscal year. The Central Office will bill the Booster Clubs for all approved budget expenses.

**The budget process, implementation, and disbursements of funds is subject to the approval of the Catholic Schools Finance Director.

Implementation Timeline: Start processes within the 2024-25 school year

Phase 2:

A plan to evaluate the fundraising projects and budget needs of student groups and create a comprehensive policy and guidelines. Annual plans and budget review will still be highly encouraged within the strategies developed in Phase 1 implementation. An internal committee composed of student representatives and teacher leads may be created to develop and review reflective practices around program needs semi-annually. This includes Freshman-Senior events, HandS (Home and School Association), Student Ambassadors, Student Council (Notre Dame & McDonell), National Honor Society, Yearbook Club, Spanish Club, Physics Club, Video Club, Sew & Sow Club, and Science Olympiad. Once approved these will be presented to the Business Office, Controller, Advancement, Administration, and President for review and approval. All fundraising requests will be submitted to the Advancement Team and President for review and approval. All fundraisers will be tracked on a system events calendar. (Estimated Implementation Timeline by 2026-27) This allows us to work through new processes and develop a streamlined procedure to pass along. This also allows the overall budgeting process to improve.

Implementation Timeline: Start processes within the 2026-27 school year

Phase 3:

Initiate the final plans to scale back major system fundraisers to five large community events per year. This phase will take into consideration all implementation processes that were refined in the previous two phases to streamline the process. Total annual budget needs including program growth and expansion will be considered. Events will be strenuously evaluated by the purpose of the fundraiser (fundraising, public relations/marketing, engagement, stewardship, cultivation, donor impact, and recruitment/enrollment), by the margin of the profit raised, by the lift of the organization as a whole, and by stakeholder feedback to minimize donor fatigue and maximize effect.

Key Components of Success:

1. The successful navigation of both Phase 1 and 2 including transparent and documented policies.
2. Stakeholder and MACS Community buy-in.
3. A robust A.B. McDonell Vision Fund.
4. Annual Advancement Team Strategic Planning with goals and objectives spelled out.
5. Strong and diverse volunteer base and with an organized volunteer coordinator.

The Long Term Sustainable Vision

MACS robust fundraising efforts on the events side is scaled down to no more than five large community engaging events per year that cover the cost of all co-curricular activities, program growth, and annual needs of the schools. All MACS (PreK through 12) students, families, volunteers, alumni, faculty, and staff will partner together in these joint ventures to engage MACS Stakeholders and the supporting community at large for the success of the schools' programs. The pursuit of "sales" on behalf of other companies ceases. Service projects that embrace and build community, in alignment with our mission and vision, are still encouraged (ie: YMCA Little Dribblers, event car parking, diaper drive, working booths, etc.).

This document was drafted by the Fundraising Policy Steering Committee meeting from January-April 2024. Contributing Members: Mark Maloney, Greg Misfeldt, T. J. Proue, Scott Seigenthaler, Gwen Doyle, Eric Wedemeyer, Rolly Enderes, Annette Hunt, Jennifer Hughes, Nick Martell, Scott Sokup, Steve Roesler, Kat Hanson, and Amber Leibrandt