

## Fundraising & Service Project procedures

1. Fill out the [fundraising request form](#) by **October 15** of each school year. If you do not fill it out by this date, your request needs to be filled out no less than 4 weeks prior to your event and will be considered by the committee on a first-come, first-serve basis.
  - a. Fundraisers must have a coach/moderator supervise & lead the fundraising group
2. Group will be notified by fundraising committee if fundraiser was accepted or denied
3. If your fundraiser is accepted, each group is required to complete a [financial results form](#) after the event
  - a. As a reminder, this form will be emailed to you after the event by Geno McKenna
  - b. Form must be completed in order for your group to be considered for future fundraising requests

## General guidelines

- All fundraisers must have prior approval by the NDA fundraising committee
- Fundraising refers to any solicitation for the benefit of raising money or material items for an NDA sponsored team/club/activity or any outside organization including community service.
- Fundraisers cannot interfere with NDA's board approved school-wide fundraisers: Phone-a-thon, Tritonfest, Blitz Cards, Golf Classic, PDQ Car Wash.
- All fundraising requests must go through the coach or moderator of the organization who will be responsible for complying with NDA's fundraising policy.
- No group may sell any items to the general student body (i.e. ice cream, candy) during the school day or at school/athletic events and retain the profits unless approved by the fundraising committee.
- Please visit <http://www.notredameacademy.com/students/clubs-organizations> for all fundraising information.

Questions?

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