

**Fundraising Guidelines for St. Brendan Catholic School
2016-2017 PTO Fundraising Contract**

Option 1 Components

\$875	Total Family Commitment
(\$90)	Less Craft Fair Credit received for each family
(\$175)	Less Auction procurement donation required from each family
(\$270)	Less Auction Credit received for each family
\$340	Remaining family commitment

The Craft Fair and Auction credits assume that a holiday craft fair and auction will be held. If these events are not held due to a lack of parent volunteers, each family will assume the full \$875 financial commitment. 2016-2017 Fundraisers only include participating in the auction, gift cards, and the magazine drive which result in a **net** to the school of \$340. Any fundraiser may be cancelled if PTO does not have sufficient parent volunteers.

- **Auction** – Per the PTO agreement, each family choosing option 1 is required to procure or donate items valued at \$175 for the auction.
- **Auction Donations**
 - Minimum item value is \$50.00. If a family chooses to donate an item with less than a \$50.00 value, it must be included as part of a pre-planned basket or bundle and needs to be communicated on the auction donation form.
 - The auction chair must approve Services donated. Approval will be based on history of like services sold at the auction.
- **Auction Participation**
 - Procure above \$175.00: Proceeds above the \$175.00 initial sales up to the stated value of the item will count toward family’s fundraising commitment.
 - Spending: Amount spent on qualified items at the auction (see exclusions below) goes directly toward the family’s fundraising obligation.
- **Auction Exclusions** – The following items are not included as auction spending: Fund a Need, Raffle, and Ticket price and drinks (including staff ticket donations).
- **Craft Fair** – Per the parent PTO agreement, each family choosing option 1 is required to donate home-baked goods worth \$20.00.
- **Gift Cards** – Participation in the Gift Card program by you or non-school families associated with you (i.e. friends, grandparents, etc.) will count toward your commitment. It is your responsibility to notify the gift card chair of any family ties.
- **Tracking** – Tracking will be from May 1st – April 30th each year. All fundraising dollars raised after May 1st will be counted toward the following school years fundraising commitments.
- **Compliance Statements** – PTO will provide tracking by fundraiser to each family twice per year so families can easily keep track of their obligation status.
- **Annual School Appeal** is not included in the above plan.
- **Grade Specific and other fundraisers** do not count toward you fundraising commitment. Examples of grade specific and other fundraisers are 8th grade Poinsettia Sale, Fun Run, Carnival, etc.

Option 2 Components

The PTO Treasurer will disburse the \$875 as follows:

- \$175.00 to the Auction Chair
- \$20.00 to the Craft Fair account
- \$680 to PTO checking account