

January 29, 2009

TO: Faculty Advisors and Organization Fundraising Committees
FROM: David Culpepper, Headmaster
RE: Organization and Class Fundraising

We would like to take this opportunity to thank you for your diligence and hard work in raising extra funds for your class or organization at Tupelo Christian Preparatory School (TCPS). So many different fundraisers have been brought to our attention that it has become necessary to better organize our efforts so that the most benefit is gained with the least amount of volunteer effort. TCPS is a community of believers dedicated to educating our children to know Christ and make Him known through rigorous academics, challenging athletics, stimulating arts, and servant-hood activities. Romans 12:4-6 states, *For just as we have many members in one body and all the members do not have the same function, so we, who are many, are one body in Christ, and individually members one of another. Since we have gifts that differ according to the grace given to us, each of us is to exercise them accordingly.* That is our goal: to exercise the gifts God has given each one of us in this area of fundraising to benefit our school as a whole as well as to benefit each individual organization and class.

To accomplish this goal, fundraiser planning, implementation, and follow-up information will be centralized in order to keep activities organized and not duplicate our efforts. Any ideas or information your group may have gathered in planning your fundraisers may be useful to other groups in the school. If you have researched a fundraiser that was not suited to your group, please turn your information in to the school office so it can be shared with a group that might be able to use it. In this way we hope to maximize all efforts made on behalf of TCPS. Additionally, if you are unsure about how to research possible fundraisers, other efforts may help you get started.

Please find attached several forms along with a list of fundraisers that have been approved for each organization or class at TCPS. There is also a SCHOOL FUNDRAISING PROCEDURES page for you to follow. Please keep this set of forms as your master set and make copies of each form as you need.

Every class or organization that wishes to raise funds for their group must complete the first form, entitled NEEDS AND GOALS. Please complete this form as soon as possible and return it to the office. No additional fundraisers will be approved until this form is completed and on file in the Administrative office. All information given will be kept confidential, so please fill them out with the best information you have available. We understand that you might not have exact numbers at this time, but do your best to estimate these figures.

The second form, entitled FUNDRAISER REQUEST FORM, must be completed for each fundraising activity you have planned for your class or organization. If your

fundraiser is on the attached 'approved' list, please complete a request form for that activity, so we will have it on file. Any fundraisers currently being done must have a request form on file to continue as planned. This will help us keep current on what is being done before we approve additional fundraisers so efforts will not be duplicated. Please accomplish this in a timely manner. If you have questions or need assistance in completing this form, please contact the Business office.

Once you have finished your fundraising activity, the third form, entitled FUNDRAISER FOLLOW-UP EVALUATION, must be completed within 7 days of finishing. If your fundraiser is an on-going activity, please complete this form and return it by January 15 and again at the end of the school year. This form must be completed prior to closing out your fundraising account with the business office at the end of the year. Your evaluation will be used to assess the success of your fundraiser for future use as well as to help determine if desired goals are being obtained.

Please read each form carefully. It is essential that you keep accurate records of your fundraising expenses and income. These records and a deposit form must be attached to your evaluation form in order to receive accurate credit for your group's efforts. Please turn **ALL** funds in to the business office at the completion of your fundraising activity. Money earned by your class or organization should not remain in personal accounts. If you are in a situation where you need small amounts of cash on a continuous basis, please contact the business office.

Thank you for all the preparation and planning you have done to assist your class or organization in its' fundraising activities. We appreciate all you are doing. Thank you for assisting us in keeping our efforts organized so we can work cooperatively to the benefit of our school and to the glory of God. *Whatever you do, do your work heartily, as for the Lord rather than for men,* Col 3:23. God bless your work on behalf of your class or organization as we work together.

In His Service,

David Culpepper,
Headmaster