

TUPELO CHRISTIAN PREPARATORY SCHOOL
SCHOOL FUNDRAISING PROCEDURES
FOR CLASSES AND ORGANIZATIONS

- 1) Ideas, suggestions and requests for all fundraisers (one day events and ongoing projects) should be presented in writing on the appropriate form to the office for initial review and approval. All requests will be reviewed for their timing, applicability and assignment.
- 2) David Culpepper, Headmaster, will give final approval for ALL fundraisers.
- 3) Each organization Fundraising Committee Chairperson or Class Faculty Advisor will then review their fundraiser list for approval.
- 4) Each Faculty Advisor, Designated Parent, or Fundraising Committee Chairperson will be responsible for initiating, overseeing, and completing the evaluation for any fundraising activity their class or organization agrees to do.

ALL FUNDRAISERS WILL BE CONSIDERED, ASSIGNED AND MAINTAINED BASED ON THE FOLLOWING CRITERIA:

- 1) Its applicability to TUPELO CHRISTIAN PREPARATORY SCHOOL'S mission statement and purpose.
- 2) Its timing in relation to other school fundraisers and functions.
- 3) Its potential earnings in relation to the needs of each class or organization.
- 4) All money from fundraisers along with a completed deposit form MUST go directly to the business office for deposit.
- 5) All funds and transactions will be posted under a separate account in the name of each class or organization and the balances carried over from one year to the next. (Example: Class of 2015, PTF, Athletic Booster Club, etc.)
- 6) Each class or organization will be expected to maintain accurate records of all earnings and expenditures for each one of their fundraisers in order to get accurate credit for the money they earn.
- 7) Disclosure of the balance or transactions made in the account of any class or organization is solely at the discretion of Margaret Vanlandingham or David Culpepper.