



All Saints Regional Catholic School

TITLE:

Name of ASRCS Fund Raising Event

PURPOSE:

To establish guidelines and procedures for the ASRCS NAME OF Committee

LOCATION/DATE:

EXAMPLE: January 27, 2019 – Municipal Beach, Sea Bright, NJ – Tommy’s Tavern and Tap

HOST LINKS:

<https://www.aohpolarplunge.com/> (If your event does not have a website link, you can use this block for something else)

COMMITTEE:

- Chair member
- All other members
 - You can choose to add contact information for each member

PROCEDURES:Required Documents:

- List whatever documents are required to be written and submitted through the school’s PTA link

Timeline of Activities; See below as EXAMPLE:

This section should provide a list of activities required to complete a successful event and a timeline of said activities to meet each goal. Each activity can be assigned to different members of the committee depending on how many volunteers are in the committee.....

- Issue of communications to school staff and students by DATE
- T-Shirt Contest must be completed by DATE
- All information for sponsorships must be received by DATE
- All Shirt orders must be submitted by DATE
- Coin Challenge Competition (Boys v. Girls) – DATE through DATE
- Shirt orders to ‘Shore Promotions’ by DATE
- Shore Promotions to complete Shirts by DATE
- Shirts to be bagged, labeled and brought to the school for distribution by DATE
- Participating children can wear their shirts to school on **Friday January 25, 2018**
- AOH/ASRC Polar Plunge event on **Sunday January 27, 2019 at 1pm!**



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FUNDRAISING AND ACCOUNTING:

- See example below.
- **List all activities required to raise funds for your particular event.**
- Apparel Sales (T-Shirt; Long Sleeve; Hooded Sweatshirt)
 - Mainly purchased by students, friends and families
- Sponsorship
 - Requires at least a \$100 donation
 - Company logo required and provided to 'Shore Promotions' in requested format
 - All Sponsorship forms and checks MUST be delivered to the school once received. Funds cannot be held until day of event. Robert Green is the PTA Treasurer and will be notified of any checks provided to the school on behalf of PTA activity.
- All sponsorship donations must be accounted for along with apparel sales
- All apparel sales must be audited against apparel order for invoice to be approved

EVENT CONCLUSION:

Issue "Thank You" letters to all sponsors – Included is a template letter. THIS IS CRUCIAL AS WE MUST THANK OUR SPONSORS!!!! This step has been missed in the past!!

SUPPLIER CONTACT INFORMATION:

EXAMPLE

Shore Promotions
PO Box 205
Ship Bottom NJ 08008
Phone: 609-442-9055
Contact: Ken Sullivan
Link: www.shorepromotions.com
Email: shorepromotions@comcast.net

2018 Prices:

- Short Sleeve T-Shirt \$6.50; Sold for \$10.00
- Long Sleeve T-Shirt \$13.00; Sold for \$17.00
- Hooded Sweatshirt \$19.00; Sold for \$25.00