

Event Planning Policy

(Adopted on May 18, 2021)

Per the Bylaws of St. Aloysius Regional School, adopted in September 2020, it is the power and responsibility of the Board of Trustees (Board) to supervise, control, and direct the management, affairs, and property of the school; To determine and set policy for the school; To establish policy guidelines for all investments and fundraising activities; To monitor the Corporation's compliance with applicable laws and regulations as they may be promulgated, amended, or repealed (See ARTICLE XII POWERS OF THE BOARD OF TRUSTEES AND LIMITATIONS ON AUTHORITY).

As such, any person who wishes to hold an event associated with the school must notify the Board of their intent and obtain Board approval.

A written proposal to the Board for the event must be submitted to the Board Liaison to the Family Association at least 4 weeks in advance of the event. It is strongly encouraged for all events involving contracts, games of chance and ecommerce to be submitted at least 8 weeks prior to the event. The Board Liaison will present the proposal to the rest of the Board of Trustees for discussion and approval.

The proposal must include the following information

1. Contact Person/Person in Charge of Event
2. Phone number and email address of Person in Charge
3. Brief description of the event
4. Estimated expenses
5. Estimated profit
6. Date of event
7. Location of event
8. Number of volunteers needed
9. Indicate use of contracts
10. Indicate use of vendors. If using vendors, cost estimates from vendors maybe requested
11. Indicate use of school financial instruments (Paypal, Greater Giving, startup cash)
12. Indicate need for outside communications such as press release, website, social media

A fillable and printable form has been created and available by contacting the Board Liaison or the School Office.

The event maybe released to the community once approved by the Board and any outside communications such as fliers and social media posts per the St. Aloysius Regional School Outside Communications Standards (Revised 3/25/2019).

Expenditures

Once an event is approved by the Board with indicated anticipated expenditures, the acquisition of services and/or materials may be arranged under the direction of the chairperson per the guidance stated below. STARS is a tax-exempt organization and vendors have to charge sales tax unless the proper documentation is presented. Contact the Bookkeeper to obtain the latest tax-exempt form.

Furthermore, STARS has accounts with several vendors such as Walmart.com, Amazon.com, and Restaurant Depot. If an event requires purchases, meaning items were not donated and need to be acquired with school funds, it is preferred that items offered by vendors with which the School has accounts be arranged. The Principal is the primary contact on these accounts and all purchases must be arranged through him/her.

Money will not be advanced to an individual to purchase items. In the instance that items or services are acquired on behalf of the School by an individual and the individual wishes to be reimbursed, the purchase must be discussed with the Principal and approved prior to the acquisition. Remember to obtain the tax-exempt certificate and avoid paying sales tax whenever possible to keep costs at a minimum. The individual will need to submit the receipt to the Bookkeeper within 7 days of the purchase. Please indicate the event and reason to the Bookkeeper. Reimbursement to the individual will occur within 7 days of submittal of documentation.

If startup money and/or the ability to accept electronic payments is needed for the event, submit a request to the Principal, Bookkeeper and Board Liaison no later than 7 days prior to the event.

Donations

STARS receives monetary donations, service donations, and many items intended for School use. Donations are property of the School and need to be accounted for at all times. This includes who made the donation. A list of donations received for or from an event must be maintained and submitted to the Board no later than 7 days after the event. Monetary donations are to be submitted to the School Office or Principal as soon as possible, preferably within 24 hours of an individual receiving the donation. When goods are collected for an event, they must be stored on School property. If this is not possible then arrangements must be made with the Principal and a detailed inventory of what is stored and where must be available to the School Office as it is the responsibility of the School to maintain its property.