

York Catholic High School  
**YCHS-Affiliated Fundraiser Policy**

1. All fundraising activities on behalf of YCHS, or any group or club within the school, must be approved by the Principal. A fundraiser permission form needs to be completed and submitted for approval at least 4 weeks prior to the fundraiser. The form is available at [www.yorkcatholic.org](http://www.yorkcatholic.org) under the Current Students tab on the Resources-Forms and Documents page in the Advancement-Alumni-Communications section titled, "Calendar-Reservation-Maintenance-Fundraiser-Promotion-Security Request Form."
2. If the fundraiser requires solicitation for any donated goods, services, and/or funds, a list of those planned to be solicited must be attached to the request form prior to any solicitation. This allows for coordination of multiple events/solicitations and prevents the same businesses/individuals from being asked for multiple donations. Solicitation may not begin until approval is received.
3. If a raffle is planned for the event, a raffle license is required by the County of York. Be sure to attach a copy of your raffle license to the Fundraiser Request Form. Your raffle license number must appear on your tickets.
4. If alcohol is being served, no individual under the age of 21 should be present at the event. York Catholic does not carry a liquor license, therefore, you may not charge for alcohol. You may not include mention of alcohol on your tickets.
5. Each fundraiser must go through the approval process every year; **no** event is automatically renewed.
6. In-school and outside fundraisers (bake sales, candy sales, sandwich sales, events, etc.) involving students, staff, parents, alumni, friends, or the general public should be planned for the year. A Calendar-Reservation-Maintenance-Fundraiser-Promotion-Security Request Form for each event must be submitted when the Calendar process starts in March.