

York Catholic Middle School & High School  
**YC-Affiliated Fundraiser Policy**

- All fundraising activities on behalf of YCMS and/or 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 on the YC website at [www.yorkcatholic.org](http://www.yorkcatholic.org).
- 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.
- 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.
- 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.
- Each fundraiser must go through the approval process every year; **no** event is automatically renewed.
- 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.