

UNITED CHRISTIAN ACADEMY

FUNDRAISING GUIDELINES

- All fundraising efforts should conform to UCA standards.
- All funds will be handled in full compliance with the UCA Fund Handling Procedures, as outlined within UCA's Staff Handbook.
- Fundraisers may be hosted by individual groups, teams, grade levels, clubs, etc. to enhance the program/activity upon approval from UCA's Marketing/Development department.
- The individual group, team, grade level, or club hosting the fundraiser may do so in order to benefit at least 80% of the current team/group/student roster.
- Fundraising efforts should be driven by the student(s) and should directly benefit the student/activity within that season or year.
- All fundraisers must be approved prior to implementing the fundraiser.
- Prior approval must be given by the UCA Marketing/Development department before soliciting donations/sponsorships in exchange for or accompanied with advertisement.
- Prior approval must be given by the UCA Marketing/Development department before soliciting donations from businesses, organizations, and foundations.
- For general inquiries about fundraising opportunities, or for questions or concerns regarding fundraising guidelines, please contact UCA's Marketing/Development at: marketingteam@ucacademy.org.

FUNDRAISER APPROVAL PROCESS

- **All fundraisers must request approval by completing the Online Fundraiser Request Form at the link below. *Please allow up to two weeks for approval.***
www.UCAcademy.org/fundraiser-request

FUNDRAISER COMMUNICATION

1. Once the fundraiser is approved, UCA's Marketing team will facilitate the following communication efforts:
 - Online post on UCA's "Current Community Fundraisers" webpage
www.UCAcademy.org/get-involved/current-student-fundraisers
 - Weekly Parent Square updates
2. Fundraiser details may also be communicated to group participant families via email, text, Group Me, flyer, etc. by the Fundraiser Coordinator.