



## Fundraising Policy

All fundraising must be consistent with the mission, policies and goals of Alexandria Country Day School. The manner in which gifts are solicited must reflect positively on the School.

1. Individuals and groups wishing to conduct fundraising activities must seek approval for their project/event by submitting a *Fundraising Event/Project Request* form to the Head of Advancement by the first day of April (preceding the school year). The Head of Advancement in conversation with Advancement Chair will determine if the proposal shall go to the Advancement Committee for approval. Fundraising may not proceed until written approval has been received. Individuals or groups will be notified by May 31.
2. Alexandria Country Day School Division Head review all outside philanthropic fundraising requests each spring and designate outside organization(s) the school will support the following school year. All philanthropic requests should be submitted to Country Day no later than the first day of April each year for the following calendar year through the *Country Day Fundraising Request Form* found at [www.acdsonline.org](http://www.acdsonline.org).
3. The yearly fundraising goals and fundraising calendar will be approved by the Board of Trustees after consultation with the Head of School, Development Committee, and Finance Committee.
4. The Annual Fund is purely unrestricted funds. For this reason, restricted gifts are not accepted for the Annual Fund. This is to preserve the Annual Fund as the fundamental fundraising program for operations.
5. The minimum amount strongly suggested for restricted gifts is \$2,500. Needs below that amount are traditionally addressed through the normal budgeting process.
6. Undesignated and Memorial/Honoraria gifts are directed to the Alexandria Country Day Funds for Faculty. The Head of School and the Head of Advancement are empowered to grant exceptions to this policy.
7. Incentives for students in order to achieve participation levels by parents are prohibited unless the incentive will be granted to all students.

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### Fundraising Policy

Date adopted: May 28, 2019

Date to be reviewed: September 1, 2022

Responsible: Development Committee

8. There will be an annual review of this policy by the Advancement Chair and Head of Advancement.

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