Saint George's School
Drive/Fundraising Guideline

To coordinate a drive/fundraiser at Saint George's, please follow these guidelines:

- The Community Service Director is here to collaborate with students on projects and activities. Remember to collaborate and work with the Community Service Director (this is the go-to person!).
- A proposal needs to be presented to the Community Service Director
    - ♦ This proposal should include who we are partnering with, how to contact the organization, why we are partnering, and what will be collected/sold.
    - ♦ The student coordinator will need to arrange when they will present and educate each division participating in the drive/fundraiser as to why we are doing this and how it impacts our community.
    - ♦ Timeframe of partnership and what activities/events will occur through this partnership. (Drives will not exceed more than 3 weeks or overlap other drives. Fundraisers need to focus on marketing and coordinate expenses and proceeds with the community service director.)
    - ♦ Organized plan for how to collect, store, and deliver goods/funds.
- A relationship should be established that allows for continued volunteer opportunities outside of the drive/fundraiser for students.
- Each division participating should be educated (age appropriately) as to why we are doing this. (The student coordinator needs to be able to articulate the "why" for this partnership.)

These points need to be met in order for you to be able to host a drive/fundraiser. Please see the Community Service Director with your questions and concerns.

In addition to these steps:

- **The week before your drive/fundraiser starts, during the drive, and the week after your drive, you are required to attend the community service club meetings in the upper school, room 210, at lunch.**