

Arrangements for a Fundraiser at St. Mary Parish or under the Auspices of St. Mary Parish, Mokena

January 2011 Edition of this Document

The Rationale for this Policy

- Fundraisers are considered within the context of the overall community life of St. Mary Parish.
- Fundraisers are coordinated for overall effectiveness within the strategic pastoral plan of the parish.
- The beneficiaries of these fundraisers are always in accord with the teachings of the Catholic Church.

The Pastor's Role in this Process

- Considers each proposed fundraiser in light of the parish mission and vision statements.
- Approves the scope and the beneficiary of each fundraiser held under parish auspices.
- Publishes timely information about each approved fundraiser in the parish bulletin.

The Business Manager's Role in this Process

- Ascertains any tax, insurance, licensing, or scheduling implications of the proposed fundraiser.
- Schedules the proposed event on the parish calendar, in coordination with all other parish activities.
- Determines any set-up and clean-up responsibilities that may be required for the sponsoring group.

The Documentation of the Fundraising Event

- The parish business office receives a final report on the outcome of the fundraising event.
- The Administration Commission and the Finance Council review the information for all fundraisers.
- The pastor publishes a timely report on each fundraiser's outcome in the parish bulletin.

Fundraising and Stewardship in Context

- Appropriate fundraising activity can enhance the parish's overall commitment to faithful stewardship.
- More than just raising funds, these activities can raise awareness of genuine needs to be addressed.
- Transparency in fundraising activities is essential to the financial integrity of the parish community.

The Parish Fundraising Process: Approval, Implementation, and Documentation

- The attached form guides the fundraiser approval and implementation process
- Multiple events for the same organization may be presented together in this process

- Step One: Pastoral Endorsement of the Appropriateness of the Fundraiser
- Step Two: Business Manager's Approval of the Specifics of the Fundraiser
- Step Three: Conducting the Approved Fundraising Event according to Plan
- Step Four: Documenting the Results of the Fundraising Project

Parish Fundraising Project: Approval Request Form

This is the February 1, 2011 Edition of this Document for St. Mary Parish in Mokena.

<u>Step One: Pastor's Endorsement of the Proposed Fundraiser</u>
Purpose of the Fundraiser:
Beneficiary of the Fundraiser:
Relationship to the Parish Mission:
Sponsoring Organization:
Contact Person:
Phone / Email:
Parish Staff Supervisor:
Pastor's Written Endorsement:

<u>Step Two: Business Manager's Approval for the Fundraiser</u>
Legal and other Practical Issues:
Facility and Calendar Scheduling Issues:
Set-Up and Take-Down Issues:
Intended Financial Goal of Fundraiser:
Anticipated Expenses for the Fundraiser:
Business Manager's Written Approval:

Step Three: Conducting the Fundraising Event according to Plan

Operational Coordinator Information:

Financial Coordinator Information:

Publicity Coordinator Information:

Parish Staff Supervisor Information:

Approved Date for Fundraiser:

Approved Time for Fundraiser:

Approved Place for Fundraiser:

Arrangements for Setting-Up:

Arrangements for Taking-Down:

Step Four: Documenting the Results of the Fundraising Project

Financial Results of the Fundraiser:

Publication of the Fundraising Results:

Disbursement Plan for the Funds Raised:

Acknowledgment of Receipt by the Beneficiary:

Review by the Administration Commission:

Final Review by the Parish Finance Council: