

## **ST. MARY CATHOLIC FAITH COMMUNITY FUNDRAISING POLICY**

1. Fundraising is defined as any sale of goods or services to Parish members, or any solicitation (including special collections during Mass) of cash or goods from Parish members in the name of St. Mary's Congregation. All fundraisers expected to generate net profits exceeding \$500 are subject to this policy. Fundraisers generating less than \$500 do not need approval, but will require notification to the Director of Administrative Services (DAS).
2. It is recommended that each request for a fundraising event be submitted to the DAS in writing prior to June 1<sup>st</sup> of each year. The request should be made using the standard Fundraising Request Form, with supplements as required. The DAS will review requests to insure they are completed correctly. At a minimum, the request must include the following:
  - Sponsoring group & designated contact person
  - Target group for solicitation
  - Recipient of funds raised
  - Proposed use of funds raised
  - Specific date or recurring dates of the planned event or solicitation
  - Net proceeds generated specifically used for the stated purpose
  - Financial results of the previous three events, if applicable/available
  - Parish facilities requested
3. Standard Archdiocesan solicitations are received and authorized by the Archbishop. They currently include:
  - Catholic Stewardship Appeal
  - Holy Land Collection (Good Friday)
  - National and International Combined Collections (not a separate collection – included in the National Combined)
  - Mission Appeal
  - La Sagrada Familia
4. The DAS will analyze, prioritize and approve/deny all fundraising requests. The Pastor reserves the right to override or reverse any decision made by the DAS.
5. All fundraising requests will be reviewed based on the following criteria:
  - The event or solicitation is an appropriate parish or school project and is consistent with our mission statement.
  - All fundraisers shall be self-sufficient (not requiring any Parish funds to operate).
  - The fundraiser does not conflict with any Archdiocesan solicitation listed in point #3 above.
  - The applicant has demonstrated a need for the fundraising event.
  - The fundraiser does not directly conflict with current fundraisers or the Liturgical Calendar.
  - The dates requested must allow compliance with Gathering Space policy (ie: no more than 2 sales per weekend)
6. All sponsoring groups will complete and submit their fundraising requests for approval on an annual basis.
7. This policy is to be periodically reviewed and amended by the DAS, subject to Finance Council approval.