

MOST PURE HEART OF MARY CHURCH

FUNDRAISING POLICY

GENERAL STATEMENT OF POLICY

The Finance Council has the responsibility to monitor, supervise and approve all fundraising activities associated with the church, school and all ministries of Most Pure Heart of Mary. The Finance Council recognizes the following needs:

- To protect the tax-exempt status of the Church.
- To meet the guidelines set forth by the Arch Diocese and all audit requirements.
- To prevent fundraising activities from becoming too numerous and demanding on employees, parish members and donors.
- To promote a cooperative effort between all ministries that will benefit and support the overall fundraising effort and mission of the Church.
- To control the message and image of the Church that is presented to the general public and business community when soliciting funding or support.

All fundraising activities must have prior approval.

It is strongly recommended that Major fundraising events should not be held on a Sunday or Holy Day.

Use of church property should be coordinated with the Parish Coordinator. No fundraising events are to be held inside the church. With approval, they may take place outside the doors of the church, in the parish hall, school or offsite.

Approval for a fundraiser does not carry forward to future years. There is no promise or expectation that the privilege will be granted again. A new request must be made each year.

The Church Foundation shall be exempt from this policy.

Groups or individuals with no affiliation to the church that request the opportunity to sell or market to our parish and school members must receive approval and will be asked to donate 10% of the sales to the church.

DEFINITIONS

Fundraising

The act of requesting money, pledges or in-kind gifts on behalf of the Church or a ministry. This could include:

- Selling items
- Raffles
- Auctions – live or silent
- Sponsorships
- Advertising
- Breakfasts/Dinners
- Trips

Major Fundraiser

Any fundraiser targeted to raise a net of \$2,500 or more.

Finance Council

The Pastor and the members of the Finance Council.

GUIDELINES

All requests for a fundraiser must be submitted in writing on the request form far enough in advance of the event to allow sufficient time for approval. It is recommended that the request be submitted at the same time that the annual budget is presented or 60 days prior to the event.

The Finance Council must approve all fundraisers that are targeted to raise funds on behalf of the Most Pure Heart of Mary Church, School or other ministries of the Church. The following exclusions may apply:

- Normal Parish offertory collections, stipends, or donations.
- Worship related events (missions, retreats, classes etc.) which do not charge a participation fee even though a “free will” offering opportunity is made available.

If the event is approved:

- The event will be added to the parish calendar.
- All marketing and printed materials must be presented to the Church Office for approval by the Finance Committee prior to use.
- All necessary permits and licenses for federal, state and local regulations must be obtained.

Major Fundraising events will also require the following:

- The Pastor and the Finance Committee must review and sign all major fundraising contracts that involve or obligate Most Pure Heart of Mary in any manner.
- A detailed timeline and budget is required. Reports shall be made to the Finance Council monthly, or upon request, to reflect the status of the event.
- All funds collected at a Major fundraiser shall be given to the Church Finance Administrator or deposited into the appropriate account within one business days following the end of the event.
- The requesting party is responsible for providing actual fundraising income and expense data to the Finance Committee within 30 days after the completion of the event.
- Net proceeds above the goal from major fundraisers may be used as designated by the Pastor with recommendations from the Finance Council.

Most Pure Heart of Mary Fundraising Proposal

Name of the Ministry: _____

| | |
|-------------------|--|
| Name of the Event | |
| Date and Time | |
| Location | |
| Contact Person(s) | |
| Contacts Phone | |

Describe the proposed event:

Provide a basic timeline for the event preparation:

How will you generate income?

Provide estimated income values for each category. *Ex Raffle, sell items or tickets, auction, sponsors, advertising, donations.*

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

What are the anticipated expenses?

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Please list any specific individuals or donors that you plan to approach for support:

| For internal use only | | |
|----------------------------|----------|----|
| Date Reviewed by Committee | Approved | |
| | Yes | No |
| Comments | | |