

SAINT AGNES/OUR LADY OF FATIMA CHURCH POLICY ON FUNDRAISING

Table of Contents

1. Purpose	1
2. Scope	1
3. Principles	1
4. Definitions	2
5. Fundraisers Request Specifics.....	2
6. Fundraising approval process timeline.....	2
7. Appendix A: Fundraising Application.....	3
8. Fundraising Application Form.....	3

1. PURPOSE

The purpose of this policy is to create guidelines for successful fundraising without undermining the practice of stewardship or missions giving. In recognition that Saint Agnes/Our Lady of Fatima Church (SAOLF) is a Roman Catholic church where all church ministries are financially supported by church members through their generous gifts, this policy has been formulated to define fundraising within SAOLF's own commitment to stewardship as a way of life. In addition to raising needed money for church ministries and missions, fundraisers highlight specific ministry activities and build community within the church and enthusiasm for its ministries. However, fundraising should never overshadow the practice of stewardship.

2. SCOPE

This policy applies to any SAOLF affiliated fundraiser planned by the church a ministry or group of the parish or an individual of SAOLF regardless of where the fundraiser is held.

3. PRINCIPLES

SAOLF supports the Biblical principle of people freely giving a tithe back to God, of one's time, talent and treasure. It is recognized, however, that from time to time it may be necessary and appropriate to ask church members to give over and above their tithe. Some of these occasions are through approved fundraising events. Permission for events of this fundraising policy can be granted only by the Pastor in consultation of the Finance Committee.

- a. The fundraising activity must address unfunded needs and activities over and above the group's normal activities and not gratuitous wants or luxuries.
- b. The fundraising activity must be compatible in its content and the way it is conducted with the identity and mission of SAOLF as a Catholic Christian community of faith.
- c. The group raising funds must be aware of and be respectful of other groups and should seek to build partnerships in cooperation with other ministry groups to avoid competition and duplication.
- d. All fundraising events and solicitations must take place in Schubert Hall. Sunday fundraising events will be approved based on the church event calendar, date availability, timeliness to other fundraising events, and proximity to the event /occasion for which funds are needed.

- e. Differences in interpretation and meaning of the fundraising policy will be resolved by the Pastor and Finance Committee. Suggested changes to the policy can be presented to the Chairperson of the Finance Committee for review.

4. DEFINITIONS

- a. Fundraiser/Fundraising - the organized activity for solicitation of goods and services for sale or money for funding or benefiting a group, or ministry of the church. It does not include one-time love offerings taken for special events/speakers or items offered for sale by visiting speakers, singing groups, or similar events.
- b. Sponsor- The organization or ministry that is requesting the fundraiser.

5. FUNDRAISING REQUESTS SPECIFICS

- a. Groups wishing to fundraise must clearly identify how the funds will be used.
- b. On site fundraiser – A fundraiser where funds are primarily raised on site. Primary customers can be both SAOLF members and attendees and the public.
- c. Each request for a fundraising activity must be made in writing using the fundraising application form. These forms are in the church office or on line at www.saolf.org.
- d. The scheduled church activities will take priority over fundraisers on scheduling and use of facilities.
- e. Fundraisers will be evaluated based on meeting church goals, worthiness and appropriateness within the church's ministry objectives per the pastor's discretion in consultation with the finance committee based on the information provided
- f. All applications must be submitted to the church secretary's office by deadline dates indicated in part 6 of this policy
- g. Fundraising requests do not carry over from one year to the next.

6. FUNDRAISING APPROVAL PROCESS TIMELINE

The deadline for the budgeting process will be April 15 Th as set by the Finance Committee each year. The timeline for determining fundraising activities is as follows:

- a. April 15 – Deadline for all calendar fundraising events, applications to be turned in to the church secretary.
- b. May 1 – Pastor and Finance Committee meets to consider applications. The Pastor and Finance Committee may ask the sponsoring organization to provide more information or to meet with the committee to provide additional information.
- c. May 31 - resubmission deadline, the Finance Committee will provide recommendations on approval or disapproval of fundraising events and submit approved recommendations to the Pastor for review and input. After final approval by the pastor, the chairman of the Finance Committee will notify all applicants as to the approval status of their fundraising request
- d. All approved events will be presented at the Pastoral Council meeting in June

7. APPENDIX

- a. Fundraising Application (See Page 3)
- b. Permission for individual solicitations needs to be received one (1) week in advance to obtain pastor's permission at his discretion.

SAINT AGNES/OUR LADY OF FATIMA CHURCH 2018/2019 FUNDRAISING APPLICATION

Note: This form does not constitute a request for confirmation for rooms or space at SAOLF. Rooms and dates are subject to availability. Return this form to the church office by the April 15 deadline .

[Please Print legibly]

Name of Organization/Group sponsoring the fundraiser (must be a recognized church ministry organization):

Contact Name: _____

Phones: Home _____ Cell _____ E-mail _____

For what purpose are you raising funds (be specific)?

What event or activity are you planning to conduct?

Date(s) desired for fundraiser: First choice date _____ Second choice date _____

Start time (time of day) _____ End time (time of day) _____

What is the estimated cost of your project/need \$ _____

What is the projected income of the fundraiser \$ _____

Please attach your budget for the project

How does this activity support the mission of the church?

Is this activity expected to fully provide the funding necessary for the activity or event for which it is being requested?

_____ Yes _____ No

If no, what portion of the needed funding is it expected to provide? _____

If no, what is your plan(s) to obtain the additional funding?

I have read and understand SAOLF's Policy on Fundraising. I further understand that this application is subject to review and approval by the Pastor, Parish Council and Finance Committee. I also understand and commit to providing all information requested in the Policy.

Signature of Person Responsible for the Fundraiser or Organization

Date

Official use only
Reviewed by: _____
Approved by Pastor _____
Date _____

