

# **St. Anthony Marie de Claret Catholic Church Organization Fundraiser / Event Guidelines**

## **PURPOSE**

The purpose of the Organization Fundraiser/Event Guidelines is to ensure that our Parish community has a complete process for accountability and an understanding of the policies and procedures for any fundraiser / event that occurs on Parish grounds. Effective immediately, the attached “Fundraiser Request Form” will be used by each organization and/or ministry to request permission to hold a fundraiser / event and to schedule dates to sell tickets or goods for those fundraisers / events on Parish grounds. The Fundraiser Request Form will be submitted to the Parish Office for consideration at the next scheduled Pastoral Council meeting. The Pastoral Council will be responsible for reviewing each request and communicating the results of the request to the organization / ministry. Each Fundraiser Request Form must be submitted at least thirty (30) days prior to the event. Each organization / ministry will be provided the opportunity to schedule three (3) fundraisers/events per calendar year. For each fundraiser / event, the organization / ministry will be provided the opportunity to schedule two (2) weekends to sell tickets or goods on the church grounds. In addition, there shall be no more than two (2) approved organization / ministry fundraisers per weekend on church grounds. There shall be one Parish Office Staff member responsible for entering the approved fundraisers / events in the Parish Calendar to eliminate confusion and multiple-bookings. Any fundraising done on Parish grounds must benefit the St. Anthony Marie de Claret Parish community. If a situation occurs in which a scheduled, approved fundraising event has to be rescheduled (for whatever reason) a new Fundraiser Request Form must be submitted for approval.

## **STANDING EVENTS**

During the months of April through September of each year, the Queen Candidates will have precedence to scheduling fundraising events. The Queen Coordinators will ensure that the fundraisers request forms are completed and submitted to the Pastoral Council for approval. Only one other organization will be approved to have a fundraiser during this time.

## **PARISH ORGANIZATIONS**

The following organizations have been identified by the Parish Council and shall abide by this new policy and shall submit the fundraiser request to the Parish Office prior having the fundraiser / event.

- Guadalupana Society
- St. Anthony Ladies Altar Society
- Knights of Columbus
- St. Anthony Women's Organization
- KC Squires

The following organizations have an annual fundraiser / event that will take precedence over other fundraisers / events. It is the responsibility of the organization to submit the Fundraiser Request Form for these events to ensure that multiple fundraisers / events are not booked on the same weekend. It is the recommendation of the Pastoral Council that a bulletin announcement of the event precede the selling of tickets or goods by at least one week to ensure advanced communication to the Parish community.

- St. Anthony Altar Society – Mother's Day Cake and Christmas Bazaar
- St. Anthony Women's Organization – Valentine's Dance
- Knights of Columbus – Annual Fish Fry, Casino Night, Fiesta BBQ Kick-Off
- Guadalupana Society – Cinco de Mayo

## **PARISH MINISTRIES**

The various Parish ministries will be required to follow the same guidelines as stated above and will be required to submit a Fundraiser Request Form for each fundraiser / event. The following is a list of all Parish ministries:

- Parish Finance Council
- Pastoral Council
- Stewardship Committee
- St. Vincent de Paul Society
- Upper Room Prayer Group
- Project Gabriel
- ACTS Teams
- Caminando con Jesus y Maria
- Movimiento Familiar Cristiano Catolico
- Youth Ministry
- Spanish Youth Ministry

## **NEW ORGANIZATIONS OR MINISTRIES**

Any new organization or ministry must appear before the Pastoral Council to provide a complete purpose and mission of the organization or ministry before any fundraising is permitted. The Pastoral Council is responsible for the decisions governing the organization's fundraisers / events and for ensuring that the Fundraiser guidelines are followed. These guidelines will not be modified without the approval of the Pastoral Council. Any changes, recommendations, or modifications to this Organization Fundraiser / Event Guideline document shall be submitted to the Pastoral Council for consideration. Additionally, any new organization or ministry must appear before the Finance Council to provide an estimated Annual Budget, detailing expected expenses and income, prior to raising funds.

# FUNDRAISER REQUEST FORM

Name of Organization: \_\_\_\_\_

Chairperson or Rep: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date of Fundraiser / Event: \_\_\_\_\_

Date(s) Requesting Fundraising or Selling of Goods on Parish

Grounds: \_\_\_\_\_

(Please provide up to two dates for the preferred Fundraising. Note: if there is a conflict with the dates selected, the Pastoral Council will recommend alternate dates for the Fundraising activity).

Type of Fundraiser: \_\_\_\_\_

- |              |             |                     |
|--------------|-------------|---------------------|
| a. Bake Sale | d. Dance    | g. Raffle           |
| b. BBQ Plate | e. Car Wash | h. Yearly Functions |
| c. Movies    | f. Concert  | i. Other _____      |

Purpose of Fundraiser: **(Please be specific)**

\_\_\_\_\_  
\_\_\_\_\_

Pastoral Council Review: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Justification:

\_\_\_\_\_  
\_\_\_\_\_

Father Howard Goertz Review: Concur \_\_\_\_\_ Non Concur \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Chairperson  
Pastoral Council