

SS PETER & PAUL FUNDRAISING POLICY

Effective Date: October 1, 2016
Revised Date: October 1, 2016

Purpose: SS Peter & Paul Parish recognizes the need for parish groups and organizations to generate additional revenue and resources to finance and support projects and programs. The parish also recognizes that excessive fundraising may compromise the community atmosphere that encourages active participation within the faith community. For this reason, the parish implements the following policy.

1. Fundraising includes any activity of soliciting funds, resources, or gifts of any kind.
2. All fundraising in the name of any parish organization is subject to this administrative procedure unless a specific exemption as to all or part of this procedure is granted in writing by the Priest or Parochial Administrator. This includes all activities conducted beyond the parish properties.
3. Proceeds from the fundraising event or activity shall go towards the specific cause outlined in the approved proposal form.
4. Fundraising activities by an external organization or group at the parish shall have prior approval by the Priest or Parochial Administrator.
5. At least 60 days prior to the fundraising activity or event, a proposal form shall be completed for each fundraising activity and submitted for review to the Finance Committee. The Finance Committee will forward the request for approval to the Priest or Parochial Administrator. Approval shall be obtained prior to the fundraising event. If the event is to take place on more than one occasion, approval shall be obtained for each occasion or event.
6. Prior to submission of the proposal form, the fundraising organization or group shall contact the Finance Council to advise of the fundraising activity and to determine whether funds have been budgeted for the organization and its fundraising goals.
7. If approval is granted, each fundraising organization or group is responsible for identifying and obtaining all necessary permits, licenses, etc. required in accordance with federal, state, and local regulations. Each fundraising organization or group is also responsible for contacting the parish office to schedule use of a parish facility. Immediately after approval the event must be included on the parish calendar if it is to take place on parish property.
8. Because of the parish's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
9. The Priest or Parochial Administrator or a designee, in their sole discretion, reserve the right to disallow or discontinue any fundraising activity that may be contrary to the spirit and intent of this administrative procedure, or is considered otherwise undesirable.
10. The parish members should be informed, in a timely manner, before, during and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of the final totals, and acknowledgement of volunteers and supports of the fundraiser.