



# FUNDRAISING / COLLECTIONS REQUEST FORM

## Our Lady of the Lake Catholic Church

1305 Damascus Road ★ Rockwall, TX 75087-4657  
972-771-6671 ★ [www.ourladyrockwall.org](http://www.ourladyrockwall.org)

These procedures are intended for all individuals, organizations and ministries affiliated with Our Lady of the Lake.

Church facilities and the organizations sponsored and supported by Our Lady of the Lake exist for worship, fellowship and service to God, each other and those in need. From time to time fundraisers are held for the specific support of a ministry or for a parish need. The Diocese requires the parish Finance Council's approval for all fundraising. **All requests must be submitted for approval to the parish Finance Director for presentation to the Finance Council in writing with this form sixty (60) days before the event.**

Retail sales or other business activities not intended for the benefit and support of Our Lady of the Lake Catholic church and its ministries are prohibited on church property. Activities conducted by Our Lady of the Lake Church organizations are intended to further the organization's mission or ministry and should not be conducted for any other purpose.

The Finance Council will recommend approval or disapproval at regular monthly meetings.

Name of Ministry/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Date of Fundraiser/Collection: \_\_\_\_\_ Duration of Fundraiser/Collection: \_\_\_\_\_

Have you read the detailed Frequently Asked Questions document?  YES  NO

Description of Fund Raiser/Collection: \_\_\_\_\_

Purpose of Fund Raiser/Collection: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Is alcohol going to be served?  YES  NO

Impact on Facilities: \_\_\_\_\_

Estimated Expenses: \_\_\_\_\_ Estimated Revenue: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date of Action: \_\_\_\_\_

\_\_\_\_\_  
Signed Finance Member

\_\_\_\_\_  
Signed Pastor