

OUR LADY OF THE LAKES PARISH

FUNDRAISING GUIDELINES

- 1) All fundraising, collections, events required a completed fundraising request form which are available on-line or in the parish office.
- 2) A special “monetary advancement form” needs to be completed if the request involves start-up/change monies and/or use of the Parish Small Games of Chance License. Forms are available in the office and on-line.
- 3) No more than three fundraising events can be considered per month, and no more than three will be scheduled per week.
- 4) Collections should be limited to a four-week period.
- 5) The request forms will need the approval of parish council and/or the Pastor.
- 6) Announcements and advertising are the responsibility of the fundraising/event person and or the organization via the Parish office. All announcements and ads should identify the purpose and / or benefactor of the fundraising collection or sale.
- 7) At the completion of the fundraiser, clean-up must be completed by the sponsoring person/organization. If desired, remaining sale items can be transferred to the parish office for future availability to the parish community.
- 8) A final report of total expenses, with all receipts included, and the total profits/income realized must be submitted. Expense/income report forms are available in the parish office.
- 9) All organizations and/or persons will be limited to one specific fundraising sale or collection per month.
- 10) Monies cannot be exchanged in the church worship areas.