

**ADDENDUM A****St. Clare of Montefalco Parish  
FUND RAISING PROJECT APPROVAL REQUEST****PART 1: ORGANIZATION INFORMATION** (*Identify all entities completely*)

1. Application Date	*2. Fund Raising Organization
3. Associated Commission	

\_\_\_\_\_  
Commission Chairperson\_\_\_\_\_  
(Signature of Approval)**PART 2: FINANCIAL INFORMATION**

*4. Projected Gross Income (before expenses)  \$ _____.	*5. Report Date ( <i>include list of expenses, gross receipts, profit or loss</i> )  _____ days after event
*6. Projected Expenses	7. Persons Responsible for Money ( <i>List Names</i> )  1. _____ 2. _____

**PART 3: EVENT INFORMATION**

8. Date(s) of Event	9. Contact Person and Phone Number
10. Target Audience	11. No. of Volunteers      11a. No. of Volunteer Hours
12. Description of event ( <i>In Detail</i> )  	
13. Purpose of fund Raising Project(s) ( <i>Be Specific</i> )  	

Approved \_\_\_\_\_  
(Pastoral Team Member)

Date \_\_\_\_\_

**\*INSTRUCTIONS**

- Identify your organization completely. (If it is the Boy Scout Troop, identify it is Troop 339, etc.)
- Associated Commission – virtually every organization is associated with the Church, School, and a Commission. Identify the Commission.
- Project your gross income either from historical record or by identifying your desired level of performance. The gross income is the amount before expenses are paid.
- Give a reasonable date by which a financial report on the event will be issued documenting the performance of the event. The report need only show gross receipts, a list of expenses and a net income or loss.
- Under no circumstances is revenue generated to be taken to a home. Money should be deposited in the appropriate Parish-sanctioned checking account or delivered to the Rectory to be deposited until needed.