

## **ALL SAINTS PARISH FUNDRAISING POLICY**

The All Saints Parish Fundraising Policy will be as follows:

Fundraising will be defined as an organized effort by individuals or groups to generate funding for specific Parish ministries or projects/events in the Parish interest.

Parish Council must approve any new fundraising activity. The Fundraising Request Form must be submitted to the Business Manager at least four months prior to the event. The Business Manager will forward the Request Form to Parish Council.

Current fundraising activities may continue without change with oversight by the Business Manager. If there is doubt as to whether an activity is current or new, contact the Business Manager.

Activities which occur following a Mass shall be approved with the consent of the Pastor and coordinated and scheduled through the Parish Secretary.

A request for a fundraiser that will be a recurring event must be clearly defined and a plan for its sustainability demonstrated.

Parish Council will consider requests involving gambling and/or games of chance as well as from groups not associated with ASP.

Announcements and notices regarding fundraising activities are permitted in the designated areas at the entry of the campus churches.

**Policy Approved by Parish Council on: 8/24/15**

# ALL SAINTS PARISH FUNDRAISING REQUEST FORM

Name of Fundraising Event:

Proposed Date of Event:

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Description of Event:

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Is this a one-time event? Yes \_\_\_\_\_

If this is a recurring event, list proposed frequency and dates \_\_\_\_\_

Provide reason (s) for sustainability \_\_\_\_\_

List Parish resources needed; start-up money, space, equipment and other logistical factors:

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List projected revenue and expenses. Provide information on how net income will be used.

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Person/Group holding event: \_\_\_\_\_

Contact Person/Phone Number / E-mail:

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Internal Use:

Date Form was rec'd by Business Manager: \_\_\_\_\_

Date and Action by Parish Council: \_\_\_\_\_

Date Action Relayed to Contact Person \_\_\_\_\_