

St. Thomas a’Becket Catholic Church
Operating Policies and Procedures

Policy Title	Fundraising
Policy Owner	Stewardship Commission

Purpose
<p>The purpose of this policy is to establish the rules and requirements for Parish approved or supported organizations to raise money or other items for use by the Parish, its approved organizations, or other organizations whose missions and goals match those of St. Thomas a’Becket, the Archdiocese of Detroit, All Saints Catholic School, or the Catholic Church. This policy does not apply to normal Parish fundraising through Offertory collections, stipends, or donations, nor does it apply to fundraising for the acquisition or construction of real property, major capital improvements, and requests for donations prescribed by the Archdiocese or the Catholic Church.</p>

Policy
<ul style="list-style-type: none"> • The determination of whether or not an event is covered by this policy rests with the Stewardship Commission Chairperson and the Parish Business Manager. • All organizations wishing to have a fundraising event are required to submit a Fundraising Request Form to the Stewardship Commission in conjunction with the budget development timing for the Fiscal Year Budget, July 1st through June 30th. • Fundraising events which are identified after the budget has been approved by PPC will require the same approval process as detailed above. Their use of Parish facilities and the gathering space for solicitation purposes will be dependent on space available for their requested weekends. • Stewardship establishes and publishes the budget submission and timing requirements. • Organizations must 1st obtain approvals from their appropriate Commission and submit their fundraising request to Stewardship. • Stewardship reviews the requests, contacting the requesting organizations for clarification or additional data, if needed, approves or rejects the fundraising request, and notifies the requestor of their decision. • If the fundraiser is approved, it is the responsibility of the requestor to contact the Parish Office Manager to schedule the event and place on the Parish Calendar. • Approved fundraising activities and events must follow rules for solicitation in the Gathering Area for “Advertising for Events or Parish Organizations”. • Within 60 days after completion of the event, the requesting organization is responsible for supplying actual fundraising income and expense data to the Finance Committee or Parish Business Manager. • Cash profits from fundraising events are to become part of the Parish general fund. Requests for specific use of profits from events must be identified on the Fundraising Request Form. • Parish Approved Organizations which are listed on the Parish Commission

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Organizational chart, but are a separate legal entity, e.g., Knights of Columbus, St. Vincent De Paul, etc., must follow this policy for approval of fundraising activities and events, if they are using Parish facilities or requesting funds or donations from parishioners.

Definitions

Fundraising – The solicitation of funds, goods, or other items from parishioners or non-parishioners through event ticket sales, raffles, sales of goods, donations, etc., where there is a reasonable expectation that the event will result in an increase in the amount of money or goods available for use by the Parish or its organizations. Worship related events (missions, retreats, etc.) which do not charge a participation fee are excluded from this policy, even though a “free will” offering opportunity is made available to the participants.

Parish Approved Organization - Any organization listed on the Parish Commission organization chart. Ad hoc committees or groups created to plan and execute a parish sponsored event (New Year’s Eve party, St. Patrick’s Day party, etc.) are considered approved organizations for the purpose of this policy.

Date	Changes Made
10/15/09	1 st Review by Finance Committee
11/17/09	2 nd Review by Finance Committee
12/17/09	Approved by Finance Committee / Stewardship.