

SJPII PARISH COMMUNITY

FUNDRAISING POLICY & PROCEDURES

Mission Statement

**Building God's Kingdom by growing disciples and making
new disciples through love of God and neighbor.**

Vision Statement

**People who have a personal relationship with Jesus and
feel comfortable sharing their faith with others.**

People who are open to the gifts of the Holy Spirit in their lives

People who have a knowledge and love of the scriptures.

People who know basic Catholic teaching.

**People who are committed to daily prayer and pray spontaneously
when asked to do so.**

People who are committed to Sunday Eucharist.

People who see his/her life as given to God's work.

I. Purpose

The Parish, School and Faith Formation operating groups each host numerous fundraising events that are critical to supporting the collective community mission. But because of the sheer number of fundraising events there is the potential for over solicitation of both parishioners and local businesses. For this reason, the following policy is being set forth to:

- 1.1 Ensure a fair and consistent process for approving all fundraising activities which will further ensure said activities are carried out in a positive manner and are beneficial to all operating groups and parishioners.
- 1.2 Encourage long-term fiscal planning.
- 1.3 Limit the number of fundraising solicitations.
- 1.4 Eliminate any conflicting events by the coordination of a community-wide fundraising calendar, which would also be in sync with the Liturgical Year.
- 1.5 Supplement the cost of educational programs for SJPII School.
- 1.6 Provide in whole or part funds for parish activities, and ministries programs.
- 1.7 Ensure that all receipts are handled and accounted for in accordance with the internal financial controls of the Archdiocese of Indianapolis.
- 1.8 To ensure fundraising purposes and outcomes are transparent.

“What we have in the way of possessions, resources, and abilities have been entrusted to us by God. We are called to act as stewards of God’s kingdom”

• *Genesis 1:26*

II. Definition

Fundraising is defined as any effort to sell a product, provide a service or solicit donations, in an attempt to raise funds on behalf of the SJPII Parish Community. Fundraisers will only be allowed if conducted by an authorized church ministry or school related organization. An approved organization or ministry is defined as a sanctioned entity by SJPII parish which operates in accordance with the goals and objectives of the parish. Many parishioners own or work for businesses that provide products or services to the public and are willing to donate part of the profit from sales of these products/services to the church. However, offers of this type do not meet the requirement of being sanctioned Parish organizations. It is the goal of the Parish to make sure there is no appearance of partiality or favoritism toward a particular business. If an organization wishes to become approved, they may apply to the Parish Council and the Council may review said requests during their regularly scheduled meetings.

III. Scope

All fundraisers in the name of any Parish or School Organization are subject to this administrative procedure, unless a specific exemption, as to all or part of this procedure, is granted in writing by the Pastor. This policy includes any and all activities conducted within or outside the Parish or School properties, and can only be brought before the Council by an authorized church ministry or school related organization.

IV. Responsibility

4.1 The Parish Council is responsible for approving all authorized Church ministries and school related fundraising events, and as such may delegate specific aspects of fundraising oversight to staff or committees, as deemed appropriate. Fundraisers are expected to contribute to goals and objectives of the Parish and proceeds realized used for pre-approved causes supporting those goals and objectives. Therefore, fundraisers will be reviewed and considered for approval based on the condition of need, parish benefit, and minimal impact on normal parish operations.

4.2 It is the responsibility of the fundraising applicant to confirm event availability in terms of date, time and place as part of the fundraising process through the Parish Administrative Assistant.

4.3 It is the responsibility of the Finance Committee to administer a process for collecting and accounting for use of all money raised through fundraisers.

4.4 It is the responsibility of the Parish Administrative Assistant to keep a calendar of all approved fundraising events.

4.5 Fundraising Applicant is required to 1.) submit a completed application 2.) confirm event date with Parish Administrative Assistant 3.) Notify Parish Council if the event is cancelled, after approval is granted, in addition, if announcements have been made applicant must notify appropriate individual(s) with corrections 4.) the applicant is also responsible for reviewing this policy and complying with the procedures herein 5.) agree to enter solicitations into a collective database and 6.) agree to abide by the final determination of the Parish Council.

V. Policy

5.1 All fundraisers must reflect and relate to the principles and purposes of the Parish and serve the mission and vision of the Parish.

5.2 All fundraisers are to be conducted for the benefit of the Parish, school and, its ministries.

5.3 Individuals may not use the Parish Directory to make cold calls to parishioners.

5.4 The number and frequency of all fundraisers shall be limited to the discretion of the Parish Council in order to avoid frequent financial demands on Parish members.

5.5 Fundraisers shall be limited to a set time period

5.6 Only fundraisers supporting current budget funds will be considered for approval.

5.7 Fundraisers, as a matter of routine, will not be announced as part of Sunday Mass.

5.8 All fundraising requests must be made in writing through the Parish Application Process.

5.9 The Following programs or ministries are exempt from seeking approval and are listed in Exhibit A, which is attached.

5.10 Fundraising requests are approved per event, on a year-by-year basis, and must adhere to all Federal Government and the State of Indiana regulations and licensing requirements, such as gaming, capital prizes and alcohol.

5.11 Groups looking to conduct monetary fundraisers must provide a report to the Finance Committee, once complete, detailing the following information.

5.11.1 Total items sold and/or money collected.

5.11.2 Total event expenses, if any.

5.11.3 A specific listing of how much and where profits are to be used (unless otherwise determined by the Finance Budgeting Policy.)

The required follow-up report is due to the Finance Committee two weeks after the end of the event, or last delivery date, whichever is the later.

VI. The following fundraising methods are unacceptable:

- 6.1 Events involving aggressive sales approaches.
- 6.2 Direct solicitation of parishioners such as blocking their path to travel, before, during or after mass or during a parish wide event.
- 6.3 Events on or off campus grounds that might create risks and/or liability to the Parish or event participants.

VII. Back of Church Solicitation Guidelines

(Solicitor's should be provided with and abide by the following guidelines.)

- 7.1 Sales will not occur during Mass
- 7.2 Only 1 easel may be used per solicitation, and must immediately be removed at the conclusion of the event. Nothing may be affixed to the building or posts.
- 7.3 1 table, with no more than 2 adults, or 1 adult chaperone and 2 youths will be permitted at each solicitation post. Tables, chairs and easel will be provided by the Parish, and Solicitors must remain behind or directly to the side of the table.
- 7.4 Set-up Layout will be determined by the Church, and modification of layout will not be permitted.
- 7.5 A roster of all workers shall be provided to the **Business Manager** the week before the fundraising event.
- 7.6 No Solicitors or props are to interfere with the flow of traffic into or out of the church.
- 7.7 No loud music, videos, or sound systems will be allowed.
- 7.8 Only pre-approved groups, by the Pastor, will be allowed to set-up.
- 7.9 Failure to follow these guidelines may result in immediate termination of solicitation as well as future solicitations.
- 7.10 The Church Staff will be responsible for communicating this policy and proper reservation procedures to all ministries that fall under their responsibility. These guidelines should be explained verbally or via email to the person in charge of the fundraising event.

VIII. Procedure

- 8.1 Fundraising Applications can be picked up in the Parish Business Office. Before completing and submitting the Fundraising Application, Applicant must first confirm event date through the Parish Administrative Assistant.
- 8.2 A Completed Application must be submitted to the Parish Council Chair via the Parish Administrative Assistant, no less than (4) four weeks prior to the next scheduled Parish Council Meeting, and must clearly state the purpose of the fundraising event.
- 8.3 Each event will be reviewed on a "first come - first serve" basis.

- 8.4 The Parish Council Chair shall place the application on the agenda of the next scheduled meeting if received four weeks in advance of said meeting. Council Chair will assign a number to the request and log into Request Log along with date received.

8.5 The Parish Council will take the application under review. The Applicant shall be invited, but is not required, to attend and present application to the Parish Council. The Council Chair will present to the Council in the absence of the applicant.

8.6 After the Parish Council has made a determination the Request Log will be updated by the Chair with initials and date of determination. A response will be prepared and provided to the contact person on the application. If an approval is granted, the Application Contact is responsible for notifying the Parish Administrative Assistant of the approval and confirmation of fundraising date. A file of requests shall be maintained for history and reference purposes.

8.7 All determinations from the Parish Council will be considered final.

8.8 The Parish Council will use the following criteria, in addition to the Parish vision and mission statement when reviewing an application.

8.8.1 Compliance with the procedures set forth in this Policy.

8.8.2 Time lapsed from the last fundraiser by the same applicant or for the same purpose.

8.8.3 Time lapsed from the last fundraiser at the Parish.

8.8.4 Time lapsed between the proposed fundraiser and any previously approved fundraiser.

8.8.5 The degree of difference between the fundraiser and the Parish mission or vision statements.

8.8.6 Impact of fundraiser on Parish and its facilities.

8.8.7 Potential interference with other Parish Activities or special offerings.

8.9 Monetary Funds will be handled as follows:

8.9.1 All checks must be written out to SJPII Parish/SJPII Catholic School. (Checks should not be made out to individuals.)

8.9.2 All money (cash or check) collected must be delivered to the Business Office for deposit into the appropriate banking account.

8.9.3 All expenses must be drawn from the appropriate bank account and will be initiated for payment once the Business Manager receives the appropriate written request and supporting documentation. Checks will be cut based on the current accounts payable procedures.

8.9.4 Any cash advances (seed money) must be Approved by the Finance Committee.

8.9.5 In the event a fundraiser for goods is held and money is submitted for the event the policies and procedures herein still must be followed. In such instances the money will usually be deposited in the Ministries/Outreach in/out fund for the purpose of dispersing.

IX. Special Offerings

Special Offerings, also called "love offerings", are defined as unscheduled, unanticipated collection requests to the Parish. The Pastor will determine the appropriateness of these requests as they arise, including natural disaster efforts as called to do so or requested by the parish at large.

9.1 Special offerings to support individual family emergency needs must be submitted for approval to the Pastoral Team.

9.2 Special offerings will not be requested to support the programs or ministries of guest speakers. Instead, a predetermined honorarium, made out to the program or

ministry and not the individual, will be taken from a fund or budget line as determined by the Finance Committee. The amount of the honorarium will be determined by the Finance Committee with input from the sponsoring party.

9.3 Special Offering collections will be handled as follows:

9.3.1 Checks must be made out to the Parish with the special offering designated on the envelope or memo line of check.

9.3.2 The checks and cash will be totaled and taped.

9.3.3 A single check will be cut to the beneficiary from the Parish.

9.4 No envelopes will be approved for fundraising, except for Special Collections approved by the Mission Office in the Archdiocese. Fundraising envelopes already existing, SJPII Ladies Club 50/50 will be grandfathered.

X. Contact Information

If you would like to contact one of the members of the Parish Council, you can initiate contact by either calling the Parish Office at 812.246.3522 or sending an email to the Parish Secretary bsmith@stjohnpaulparish.org.

Exhibit A

{Fundraisers exempt from the Fundraising Approval Process}

The following Programs/fundraisers are exempt from the Fundraising Approval Process and as such do not require prior-approval from the Parish Council.

Item	Month	Fundraiser	Comments
1	January	School iHOPE Program	
2	February	Haiti Water Bottles	
3	March	Men's Club Fish Fries	
4		Ladies Club Card Party	
5		School SpringFest	
6	May	Pro-Life Rose Sale	
7	June	Parish Raffle	
8		Men's Club Golf	
9	July	Indian Dinner	This is to benefit the Schoenstatt Fathers of India and their seminarians
10	August	School Color Run	
11		Ladies Club Yard Sale	
12	September	School Walk-A-Thon	
13		Pro-Life Signature Ad	
14	October	Turkey Shoot	
15	November	Ladies Club Christmas & Craft Show	
16		Hands Across Haiti	
17		School Knight Outi	
18	December	Christmas Ham Sales	
19		School Santa Shop	
20	Monthly	Ladies Club 50/50	