

Ss. Peter & Paul Fundraising Policy

Overview

One of the signs of an active and growing parish is the number of activities that happen at the parish on a regular basis. Ss. Peter & Paul Parish is just such a parish. Because we have so many activities that people want to occur at the parish, we have had to implement a procedure of requesting those events in writing. For any fundraising activity, the attached request form must be completed and submitted to the Parish Service Committee Chairperson (see email address on form below) at least 60 days prior to the date on which you wish to have your event. All requests will be reviewed against a master calendar of currently approved events. In addition, please review the parish fundraising policy defined below. If you have any questions, regarding the form or the procedures, please contact the parish office.

Objective

Fundraising is a necessary activity of the church, its ministries and clubs. However, fundraising should be carried out in a manner that is beneficial to the church and its parishioners. Fundraising should not be viewed as a requirement to provide funding for the ministries of our parish. The main support for these ministries should be through stewardship. This policy will ensure that fundraising is carried out in a positive fashion at Ss. Peter & Paul Parish. Fundraisers are defined as those activities that raise money for the church, its ministries, clubs or causes sponsored by the church. Requests for special envelopes in the pews or mailed envelope packages are included in this policy (except those required by the diocese). It also includes solicitations of food, clothing or other items for charities sponsored by our church.

Policy

1. All fundraising activities are to be conducted for the benefit of Ss. Peter & Paul Parish, its ministries, clubs or causes approved by the church. A church ministry or club, including the Knights of Columbus must sponsor all fundraising activities. Fundraising should not be done to benefit non-sponsored organizations or for-profit entities.
2. All fundraising activities are to be approved by the Service Committee, recommended to the Pastor and placed on the parish calendar. It is understood that some fundraisers won't be anticipated at the time of the Service Committee meeting, and the Committee Chair or the Pastor can, at their discretion, entertain fundraising ideas at any time.
3. In general, fundraisers should be short in duration, with solicitation not lasting more than two Sundays. Solicitation time does not include the delivery of items sold or goods received. The Pastoral Council should specifically approve exceptions to the two-Sunday period. Certain on-going fundraisers such as the Holy Name Tickets, the Gold Rush, the Scrip Program and Schnucks Coupons are exempted.

4. Exceptions to this policy are the annual stewardship program of time, talent and treasure and all parish capital campaigns. They will be conducted at the discretion of the Pastor and at a time specified by him.
5. The Knights of Columbus Council #1334, while not officially attached to Ss. Peter & Paul Parish, should conform to this policy by seeking to coordinate and communicate their activities within the Parish community, but be exempted from adhering to paragraph (1) since their benevolent activities often reach beyond the local parish.
6. Any group needing space should check with appropriate parties (see request form) to ensure that no conflicts for the space exist prior to submitting the form.

Ss. Peter & Paul Parish
Space Use and Fund Raising Request Form

(Submit Form to Parish Service Committee Chairperson - 60 Days In Advance of Event)

Email to [Parish Service Committee Chairperson](#)

Today's Date: _____

Date(s) of Event:

ORGANIZATION

Name of Group Submitting This Request? _____

Project Leader: _____

Phone:

Secondary Contact: _____

Phone:

EVENT DETAILS

Purpose and Benefit Derived from the Event?

Describe the Following:

Type of Event or Solicitation: (Bake Sale, Selling Raffle Tickets, other)?

SPACE

Where is Space Needed?

Please check with contact below to insure availability prior to submitting request

___ PPC

Parish Secretary (618.939.6426)

___ SPPS Gym

SPPS Athletic Director (618.939.7217)

___ SPPS Cafeteria

SPPS Secretary (618.939.7217)

___ Other _____

Parish Secretary (618.939.6426)

Date and Time of Clean Up?

SIGNATURES

Signature of Responsible Leader:

By signing this request, the leader commits to conducting an event in a manner respectful of worship, parishioners, and staff members, and promises a timely return of the designated space and equipment to a clean and orderly state. Fundraising activities limited to two weekends. See Parish Policy Guidelines.

APPROVAL: _____

Pastor or Designee
Representative

Service Committee