

Fundraising Guidelines

1. Approval must be received from the parish office for the fundraising idea. The idea should be proposed early enough to allow adequate time for planning and implementation of the event.
2. Recruit volunteers to form a planning committee.
3. Check dates with the Parish Office and reserve the location and time. Be sure to include setup and cleanup times.
4. Planning varies by the particular event but some things are common to most fundraising.
 - a. Set-up a planning timeline.
 - b. Publicity – bulletin, flyers for RE & MQSCA children, area churches' bulletins, newspaper, posters, signs, etc. **Have all advertising, flyers, etc. approved by the Parish Office.**
 - c. Food / Beverages – what type, cost, who is picking up supplies. Permits from the city are needed for the sale of alcoholic beverages; *allow at least two (2) months to get the permit.*
 - d. Raffles – request donations from businesses and parishioners, purchase items.
 - e. Ticket Sales – selling in church after Masses, Parish Office.
 - f. Set-up & clean-up – are extra supplies needed, specialty items?
 - g. Finances – is change needed? Make arrangements to drop off funds in Parish Office **immediately** after the event.
 - h. Remember – all items purchased are tax exempt. Copies of the tax exempt form are available in the office.
5. Ask for volunteers to help with event.
6. Talk to the Parish Office regarding tables, cleaning supplies, etc. for information on how that is normally handled. This must be done at least two (2) weeks in advance. Make sure you plan for volunteers to help with setup and cleanup.
7. Keep the office informed of planning and needs on a regular basis. For a large fundraiser most of the inquiries will come to the Parish office, so they should have up-to-date information.
8. Keys should be picked up, in advance, at the Parish Office (check bulletin for current hours) for all areas that you will need to access no more than three (3) days ahead. It is advisable to call the office prior to coming in so the keys can be ready for you. If you need the sound system, the sound system key and a microphone need to be checked out at the parish office as well.

9. Have posters and signs to direct people to the event location.
10. Money raised should be counted on the day of the event with at least two (2) non-related family members present. Be sure to count in a secure location. Put the money, along with a break-down (cash, checks, change) and total, in the drop box on the front door of the office (the **top** slot). If the anticipated money raised will be too large to fit in the drop box, arrangements should be made with the Parish Office regarding a safe location for the money. In order to be covered by our insurance the money cannot leave the parish property.
11. All receipts from purchases for the event should be turned in with a request for reimbursement within two (2) weeks of the ending date of the event. Do not reimburse directly from the event income. Our insurance carrier, auditing company and the Archdiocese all require the total income amount of the event to be turned in and reimbursements issued from the parish. That way a paper trail is maintained. If someone needs to be reimbursed before the event due to the amount of money spent, call the office for instructions.
12. Any prizes not picked up immediately should be brought to the parish office.
 - a. Arrangements should be made ahead of time with the office to coordinate drop-off.
 - b. Check on the current office hours so you have that available when you call the winners. Alternate pick-up times may be available if the winners call the office and schedule an appointment.