

St. Rita Parish

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West Allis WI 53219

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General Policies

The purpose of this policy is to ensure that all events, activities, fundraisers and collections conducted on St. Rita Parish property or for the benefit of the Church follow uniform, established procedures. No one is authorized to conduct any activity except in accordance with this policy. This policy has been established for the following reasons:

- ***All activities, events, collections and / or fundraisers*** need pre-approval by the parish office **NO LATER THAN JUNE 20, 2018**. Administrative responsibility for all scheduling, posting, collections, fundraisers, etc. belongs to Barbara Krieger, Pastoral Associate (in consultation with the Pastor.) The parish staff maintains a master calendar of currently approved events.
- *Activities, events, collections and fundraising requests do not carry over from one year to the next.* A yearly review is necessary to assure there are no conflicts with other events and that the activity is still relevant to the mission of the Church.
- Activities, collections and fundraisers need to be reviewed to ensure there are no church-wide scheduling conflicts with other parish / program events.
- Fundraising / Collection activities (e.g. baby bottles, cookie or plant sales, raffle tickets) are limited to one (1) per weekend. Therefore, it is important that all requests are received by the parish office by June 20, 2018 so they may be scheduled on the calendar.
- Various Scouting, school and other parish-related groups wish to conduct fundraisers, collections or post flyers, but need to be pre-approved by June 20, 2018 by the parish office before they can be scheduled on the calendar.
- Any person / group posting their own flyers, posters, etc. will have flyer / poster / etc. removed by the Parish Office.
- We have numerous members affiliated with a variety of non-profit civic and sports organizations who would like to conduct fundraisers at the parish or post flyers advertising their events being held elsewhere. We cannot accommodate the large number of requests and we do not want to turn the Church into a “shopping mall.”
- People are not familiar with the “standard” way of handling various activities and this policy is an effort to consolidate information in one area.

General Information

- Bulletin inserts – must be scheduled with the office at least three (3) weeks in advance. The actual flyer must be available for approval two (2) weeks in advance. A draft copy is sufficient. Groups are responsible for providing their own copies and doing their own stuffing, during regular business hours.
- Bulletin articles – can be mailed, emailed or dropped off in the office and should be received by the cut-off date listed in the bulletin, normally the Thursday ten (10) days before the requested publication date. Articles must be written by the submitter, the bulletin editor does not write the articles. Articles will be edited, if necessary, due to space or content.
- Postings in the church – only the office has permission to post flyers / posters / etc. Any flyers / posters / etc. that are found posted in the church without the permission of the office will be destroyed. Submit the requested posting to the parish office at least one (1) week before the actual requested posting date. The Parish Office will hang flyers / posters / etc. on previously approved date(s). The removal date will be decided by the office.
- Announcements at Mass – are done infrequently. The preferred method of relaying information to the parishioners is to have an article in the bulletin.
- Scheduling a meeting – this will be done on the facility request form which is given to all groups at the beginning of the fiscal year. All standing meetings should be handled that way. For the occasional last minute meeting, call or email the parish office. Be aware that your first choice in dates may not be available. Scheduling of **ALL** meetings, collections, fundraisers, etc. will **only** be done by contacting Barbara or Rita in the Parish Office. “Catching” Fr. Charlie at Mass **will not work**. If you are unable to call during the day you may call and leave a voicemail in the evening, or email using the general email address listed above.
- Checking out keys for various activities may be done **no more than three (3) days in advance** (keep in mind the current Parish Office hours). If special arrangements are needed, call the Parish Office at 541-7515. Keys are to be returned to the office immediately after the event. If the office is not open the keys may be dropped in the upper slot on the office door. This goes into a lock box which is checked every day the office is open. *Do not* return the keys to the pastor or a staff member. The person who checked out the keys is responsible for their safe return to the office.
- Do not assume that a room is available for a meeting without checking with the office. Our facilities are used not only by our St. Rita groups, but also by our tenants. The schedule is kept in the master calendar and may not be listed in the bulletin. Since numerous groups use the facilities, all premises must be cleaned and restored to the original setup immediately after usage.

Fundraising Policy

- **Any** group or committee, such as Human Concerns, Girl Scouts, Boy Scouts, MQSCA, etc., must receive permission by June 20, 2018 to hold a fundraiser or collection of any type.
- A Fundraising Application must be completed and submitted to the parish office for approval to ensure there are no conflicts with other events. Applications may be obtained from the office or downloaded from the website. The forms can be found under the “Parish Life” tab, “Committees. No group will be allowed to sell items without advanced permission.
- If a new fundraising idea is suggested, please obtain the Fundraising Application and Fundraising Guidelines forms either from the office or downloaded from the Parish website. (Go to the “Parish Life” tab and click on “Committees.) Complete the forms and return to the Parish Office at least six (6) weeks before the proposed event for approval.
- There are **no** sales, fundraisers, etc. during the Advent or Lenten seasons.