

## Fund raising policies and norms St. Leonard Finance Council

*A calendar for fund raisers will be maintained in the parish office. Please refer to the Policies and Priorities for Facilities Usage Rev. 1.0 for complete details on space usage.*

### A. Categories of fund raisers

Distinguish between “collections”, “fund raisers”, “appeals”, and “ticket sales”. Collections are gatherings of material goods for some group or cause. Fund raisers are the seeking of money either by sale or by donation. Ticket sales can be for fundraising or simply to attract involvement; for the sake of this policy both purposes of ticket sales are included. Appeals are monetary requests, usually organized by the Archdiocese or some other extra-parochial organization. Appeals are usually done by direct mail. The regular exception is the annual summertime Mission Appeal. Appeals are not listed in our fundraising calendar and do not require prior approvals.

1. Soliciting monetary donations for worthy causes.
  - a. Parish Organization or Parish Ministry Fund Raiser (the giver may just donate money or may receive a product.)
  - b. Parish Community Builders or Parish Social Event (not necessarily a money maker but there is money involved).
2. “Periodic” collections of items for worthy causes (examples: coats, baby shower items, etc.)
3. “Low key” ongoing collections (examples: food items for the offertory procession, boxtops, etc.) These are often unmanned.
4. Emergency appeals
5. “Party Sales” of brand items.

#### NOTES:

- The above types of fundraising can be further subdivided into on campus or off campus.
- The on-campus fundraising can also be further divided into at the Parish Center or at another on-campus site

### B. Norms

1. Fund raising at the Parish Center will be firmly controlled. The designated area for approved fundraising sales is along the south wall of the Gathering Space, near the exit of the Church into the Gathering Space.
  - No ministry, organization or group may do more than ONE fundraiser in the Gathering Space at the same time.
  - There may be no more than TWO fundraisers at the fund raising area at the same time, one of which is Scrip.
  - No selling of Raffle tickets or other gambling [such as raffle calendars] may be done in the Gathering Space.

Revision Adopted March 20, 2018

2. Overlapping fund raising by various organizations or groups will be forbidden. [E.g. various organizations soliciting ads from local businesses at the same time.]
3. No “Party Sales” are ever permitted. [Examples: such as Avon sales, Tupperware, jewelry, etc.]
4. Sales of items that are traditionally identified with a certain organization are allowed, such as the scouts selling Christmas wreaths, Girl Scouts selling cookies, etc.
  - In the case of organizations selling traditional items, the selling will be limited and organized as one group even in the case of multiple troops/groups existing.

Collections of items need the approval of Finance Council.

- Collections of items will be “counted” as one of the fundraisers at the fund raising table area. Collections of items will be listed on the parish fund raising calendar.
- Multiple collections of items on the same date are to be avoided.
- Bins for the deposit of collected items will be clearly and neatly marked by the sponsoring organization.
- Bins must be monitored and emptied on a regular basis.
- The ushers’ room is NOT to be used as a collection site.

C. Procedures to seek permission for a new fund raiser.

The process to add another fund raiser is this:

1. The party interested in getting permission for a fund raiser submits a draft proposal to what ever ministry, committee or organization will host the fund raiser.
2. That detailed proposal is sent to the Finance Council.
3. In response, the Finance Council may approve, approve with limitations or deny the request. An example of a "limitation" would be to ask the host organization to voluntarily eliminate one of its other fund raisers.