

MARY, QUEEN OF PEACE

Fundraising Guidelines for Committees, Commissions, and other Parish Groups

Mary, Queen of Peace is committed to being a Stewardship parish. Being a Stewardship parish means we use our time and talent primarily on service within and outside the Church, rather than on fundraising. We are called to be about the mission of the parish, in deepening peoples' faith, rather than expending large amounts of energy on fundraising for ourselves. As such, we rely on ordinary income (Stewardship donations) for our operating/daily expenses and capital campaign donations for capital improvements (building improvement). Fundraising beyond Stewardship and capital improvements should center on: 1) Needs of non-profits that are supported by a parish group (Harrington House, Habitat for Humanity, Teen Mission Trip, Giving Tree etc.) and 2) community building events (i.e. parish picnic raffle, pancake breakfast, crab feed). To be in compliance with the law in order to maintain our non-profit status: for profits businesses can only be on the premises under strict guidelines set by the Archdiocese of Seattle.

To ensure an effective and comprehensive fundraising program, all fundraising projects sponsored by a committee, commission and/or other parish group must be reviewed and approved through the Finance Council. All approved fundraising should not be done between the two stairwells located in the vestibule. Displays should be set up outside of the area between the two vestibule stairwells. It is recommended that when coffee & donuts, pancake breakfasts are served that fundraising displays be set up in the social hall.

Process

Prepare a brief (no more than one page) overview of the proposed project including the following information:

1. What is the purpose of the fundraiser?
2. Who (group and/or individuals) will be responsible for the project?
3. What is the monetary goal?
4. What is the budget (revenue and expenditures)?
5. What is the timeline for this project?
6. Who will be responsible for collection and accounting for the funds?
7. Where will the fundraiser take place?
8. How will the parish facilities and/or personnel be impacted?
9. How will the fundraiser be publicized?

Attach a description of the project, including but not limited to the following:

1. Who will be contacted for contributions?
2. Where will the materials and/or contributions be stored?
3. What type of promotional materials, advertisements, and brochures will be used?
4. How will the money be collected and secured until deposited with the Parish Office?
5. What procedures will be used to account for the funds and materials, etc?

It will be the responsibility of the sponsoring group to manage the fundraiser.

The group also agrees to:

1. Have all checks and documentation made out to Mary Queen of Peace.
2. Deliver funds and a summary receipt to the parish office at least once a week.

3. Maintain all financial records – Turn in donor list with amounts if donors would like posted to their accounts.
4. Handle publicity.
5. Submit a summary report at the completion of the fundraiser.
6. Complete a Facility Usage Form to reserve the fundraising dates on the parish calendar; only two groups are permitted in the vestibule in any one weekend.
7. If parish office staff support is needed, a Parish Office Request Form must be submitted as well.
8. All costs to the parish must be reimbursed.

The parish agrees to:

1. Deposit the funds and post to parishioner’s contribution statements.
2. Provide appropriate lists, e.g., committees, names, phone numbers, etc.
3. Process approved expenditures & place event on parish calendar.

A written authorization to proceed will be provided.

The following is a sample format for submitting your proposals. Proposals should either be submitted via email (preferred) or can be dropped by Parish office.

Sample Format

To: Finance Council (Finance@mqp.org)

From: _____Commission/Committee

Reference: Fundraising

The _____ Commission/Committee is requesting approval for

(Provide a brief overview of the project using the items listed in the above guidelines)

Fundraising Chairperson (Name, phone, email address) Date

For Office Use:

Approved:

Finance Council Date

Administrator/Pastor Date