



Fundraising & Solicitations Policies & Procedures

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SAINT MARY OF THE ANNUNCIATION FUNDRAISING AND SOLICITATIONS POLICIES AND PROCEDURES

RATIONALE

Fundraising activities serve at least two important purposes beside the obvious one of raising needed money for Parish ministries. First, they highlight the specific mission, importance, and needs of the organization which is raising the funds. Second, they help to build community within the Parish and enthusiasm for its ministries.

Being able to raise funds and/or desiring the benefits those funds would provide is not necessarily a compelling reason to conduct a fundraising or collection activity. In other words, supporting a good cause is not itself a sufficient reason to hold such an event. The decision to conduct a fundraiser must be based on the overall mission, needs and priorities of the Parish as a whole and not simply those of the sponsoring group. Fundraisers should never overshadow the practice of stewardship, which should provide ordinary funding of our ministries. Nor should funds be raised for unnecessary items when other essential needs in the Parish are not being met.

DEFINITION OF FUNDRAISING ACTIVITIES

Fundraising is defined as any sale of goods or services to Parish members, or any solicitation of cash or donation of goods (e.g. food, clothing, household items, “giving trees,” etc.) from Parish members conducted in the name of St. Mary of the Annunciation Parish and its ministries, including Frassati Catholic Academy. Fundraising also includes events that take place on behalf of or with representation for the Parish. All fundraisers, collections and solicitations are subject to this policy.

PRINCIPLES

In order to help the Parish practice good stewardship, to act respectfully toward those both within and from beyond the Parish who are asked to provide financial support to St. Mary, the following principles are the foundation for Parish fundraising policies:

- a) The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of St. Mary of the Annunciation Parish as a Catholic Christian community of faith.
- b) Fundraising may only be conducted for official ministries/functions of St. Mary of the Annunciation, the Archdiocese of Chicago, or the universal Church. Fundraising for other charitable or for-profit organizations will not be conducted at St. Mary.
- c) The group raising funds must be aware and respectful of the needs, customs, and integrity of Parish ministries and organizations and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.
- d) In planning, Parish groups must be respectful of Parish members and of the sacredness of the Parish's liturgy and sacred space. This respect includes the Narthex, which is primarily intended as a communal gathering and welcoming space. As such, the Narthex should not host a virtually continuous sequence of fund raising events and solicitations.
- e) Because of the Parish's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
- f) In its administration of other funds raised, the Parish has a responsibility to be a good steward of these funds, including oversight of contractual obligations & risk management.
- g) The Parish should be informed before, during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supporters of the fundraiser.

APPROVAL

Fundraisers must be approved as follows:

<u>Proceeds</u>	<u>Must be Approved By (in order stated)</u>
less than \$500.00	Director of Parish Operations
\$500-\$1000	Director of Parish Operations and Pastor
Over \$1000	Director of Parish Operations, Pastor, Parish Finance Council

- a) Fundraising activities may not be entered onto the Parish fundraising calendar, nor work or promotion initiated, until approved by the Director of Parish Operations, Pastor and the Parish Finance Council as specified above. The Pastor and the Finance Council will be informed of all approved fundraising activities, regardless of the amount of anticipated proceeds. At their discretion, the Director of Parish Operations and/or the Pastor may choose to bring a submitted fundraising proposal to the Parish Finance Council for approval.
- b) The Parish calendar operates under a fiscal schedule and begins on July 1st. All requests for fundraising **MUST** be received no later than April 1st for the forthcoming fiscal year. Submissions after April 1st will be approved and evaluated on an individual basis on the availability of the Parish resources and other events already on the Parish master calendar; such requests must be submitted at least 60 days prior to the date on which the event would be held (if approved).
- c) Applications must be submitted using the Parish Fundraising Request Form. (The use of Parish facilities/grounds for an event requires submission of a separate Calendar Request Form along with the Fundraising Request.) Requests normally will be reviewed within two weeks after being submitted, on a first-come, first-served basis. (Large-scale events will require more time for evaluation/approval and are dependent on the scheduling of the next meeting of the Parish Finance Council.) The decision for or against approval may not be immediate, depending on the need for further information or consultation.
- d) Approval of an event, *even if it has been conducted in the past*, should not be presumed. Event requests will be evaluated anew each time they are considered in light of the current priorities and situation of the Parish.
- e) Once approved, the event will be added to the Parish master calendar.
- f) Events requiring contractual services must be pre-authorized by the Director of Parish Operations to obtain proposals. Proposals and contracts must be submitted to the Director of Parish Operations for review. Any binding agreement on behalf of the Parish may only be signed by the Director of Parish Operations or the Pastor.
- g) Requests for scheduling/use of Parish facilities are distinct from Fundraising Requests and are approved separately. Any connections between facilities scheduling and fundraising requests should be noted on the associated forms. Whenever fundraising and facilities scheduling are connected, both types of request forms should be submitted at the same time.

POLICIES

The policies of St. Mary of the Annunciation are to be strictly followed by all Parish ministries and groups, Frassati Catholic Academy (FCA), and all functions associated with St. Mary. FCA fundraising must be coordinated with the member parishes. FCA fundraisers occurring or soliciting at Parish facilities or grounds will follow these policies and procedures. Exceptions are noted, and will be granted as it is judged appropriate by the Pastor.

USE OF PARISH FACILITIES AND COMMON SPACES

- a) Fundraisers on Parish grounds or under Parish sponsorship are not to take place on the following weekends/holy days:
 - Christmas Eve
 - Christmas
 - Holy Week (Palm Sunday through Easter, inclusive)
 - Sacramental Weekends (1st Communions, Confirmation, etc.)
 - Country Fest Weekend
 - Holy Days
- b) Fund raising, particularly solicitations in the Narthex, will be strictly limited during the seasons of Advent and Lent. Also during the Octave of Easter (the week following Easter).
- c) A fundraising activity should be planned to take place on a **single** weekend. Exception requests for an event to span multiple weekends (e.g. selling Country Fest tickets) must be specified and explained on the fundraising application form.
- d) Fundraising activities taking place on Parish grounds or in Parish facilities will occupy predetermined locations as designated by the Director of Parish Operations or Pastor. Tables, booths, etc., are not to be moved to different locations.

NUMBER OF FUNDRAISERS

- a) In order to avoid excess fundraising activity in the life of the parish, to prevent the sense that the Narthex is a “marketplace”, and to avoid inducing “donor fatigue” among parishioners, St. Mary desires to reduce the overall number of fundraising and solicitation events taking place. Therefore, the number of fundraising events **will be limited**. At the discretion of the Director of Parish Operations and the Pastor, fund raising events will be sufficiently spaced from one another.
- b) Each Parish organization *may* be allotted a single fundraising activity each year if it corresponds with the Parish’s fundraising priorities and the mission of that organization. Approval will also require availability of the space and requested timeframe. An additional event for an organization may be approved on an exception basis by the Pastor.
- c) As a rule, only one fundraising activity will be allowed to occur on a given weekend after Mass. Exceptions may be approved at the discretion of the Director of Parish Operations and the Pastor if the events are deemed to be compatible, not in competition (e.g. two different ministries would not be permitted to conduct bake sales on the same weekend), and if not contributing to the marketplace and donor fatigue conditions described above. No more than two fundraising events will be scheduled on a given weekend to take place after Mass.

LEGAL COMPLIANCE & RISK MANAGEMENT

- a) The group conducting a fundraising event is responsible for obtaining all required permits and licenses to comply with all applicable laws and regulations.
- b) The sponsoring organization chairperson must contact the Director of Parish Operations regarding the requirements for obtaining licenses and for guidance on the process.
- c) The Director of Parish Operations will also assist with obtaining event insurance (if needed) from the Archdiocesan carrier.
- d) The event chairperson is responsible for completing any required tax forms within two weeks of the event and providing them to the Director of Parish Operations for processing and submission to the appropriate governmental body.

PURPOSE OF FUNDS

- a) The financial goals of the fundraiser, in dollar amounts, are to be indicated by the sponsoring organization on the fundraising application.
- b) The purpose of the funds to be raised must be publicized before the fundraiser by way of the Parish Bulletin, promotional flyers, and/or other means of publicity. These means of publicity must be mentioned in the application for approval.
- c) If the proceeds are to be divided among various accounts/designations, etc., the amounts to be given to each are to be specified in detail on the fundraiser application. This is to be done either by percentage (e.g. 50% to purpose A, 30% to purpose B, etc.) or by dollar amounts (e.g. the first \$1,000 to purpose A, next \$ 500 to purpose B, etc.)
- d) **All funds raised belong to St. Mary of the Annunciation Parish and not to the group conducting the fundraising event.** The Director of Parish Operations and Pastor under the review of the Finance Council will ensure that the proceeds are directed to the designated purpose(s) of the fundraiser in the predetermined amounts. Per Archdiocese of Chicago policy, no Parish organization may maintain its own funds or accounts. Funds raised/items collected are for the direct benefit of the Parish, its ministries, and/or the Archdiocese. They should not be directed to third-party charities. Any exception to the use of funds must be explicitly *pre-approved* by the Pastor.

HANDLING OF FUNDS

- a) All cash receipts of any fundraiser are to be submitted to the Director of Parish Operations, Parish Bookkeeper, or deposited in the designated locked receptacle immediately upon the completion of the event. Funds should be placed in tamper-proof bags or other sealed media. Any other handling must be pre-arranged with the Director of Parish Operations.
- b) At least two people, not related to each other, should be present at all times whenever funds are handled as required by Archdiocesan policy.

RECEIPTS AND REIMBURSEMENTS

- a) Reimbursements are not to be issued directly from the original cash receipts of a fundraiser.
- b) Reimbursement request forms are to be completed and submitted to the Director of Parish Operations together with receipts, invoices, or any other appropriate documentation. Request forms must be approved by the event project leader and submitted on a timely basis.
- c) Checks for approved reimbursements will normally be issued in the next 7-10 days with the next payment cycle.

REPORTING

- a) The group conducting the fundraiser is responsible for reporting to the Director of Parish Operations the total amount of expenses and proceeds.
- b) Events that raise more than \$1000 must submit a report to the members of the Parish to be made available through the Bulletin within four weeks of the completion of the fundraiser. If the final report is not ready at that time, an interim report is to be made at that time with weekly updates until the final report is published.

EVENT SPONSORS

No companies or organizations may be solicited for donations or sponsorships without the *prior* approval of the Pastor and the Director of Parish Operations.

COMPLIANCE

A group's compliance or lack thereof with these policies and procedures will be considered in evaluating future fundraising application requests.

EXCEPTIONS

Exceptions to this policy or to any part of it should never be assumed by the fundraising group and will only be granted by way of the application process at the discretion of the Pastor in consultation with the Director of Parish Operations and/or Finance Council.