

## CHURCH OF ST. GENEVIEVE FUNDRAISING POLICY

Parish groups and faith formation groups host numerous ministry activities, events, and fundraisers that are critical to supporting our collective community mission. Because of the sheer number of events there have been conflicts in scheduling and the feeling from parishioners of being over-solicited. This policy defines the procedure and acceptable boundaries of fundraising within our parish communities. It is important that the church leadership be aware of when, how often, and for what purposes our members are being asked for donations. Therefore it is essential that the community maintains a calendar of all fundraising activity from all operating groups; and that all activity be approved before being conducted.

The Sunday collection is the primary source of income for our parish operating budget. From time to time it may be necessary to fund programs or projects that are not in the scope of the budget. This is where fundraising events come into play.

At other times, especially in the case of natural disasters or Archdiocese mandated causes, we will be asked to conduct a special collection at Masses. All special collections must be approved by the Pastor.

### **DEFINITION:**

Fundraising is defined as any effort to sell a product, provide a service, or solicit donations to raise funds, on behalf of the Church of St. Genevieve. Fundraising events would include, but are not limited to, those that take place at either location or at any off-site location where the purpose is to obtain additional funding for the organizations; i.e. restaurants, parks or other places of business. **Fundraising events for the benefit of specific individual or family mission trips are not allowed.**

### **Purpose of Policy**

1. Ensure a consistent and fair procedure for approving all fundraising activities; both existing events and new.
2. Eliminate conflicting events by the coordination of a community-wide fundraising calendar which will ensure that all fundraising activities are carried out in a positive manner and are beneficial to all operating groups and parishioners.
3. Ensure that all receipts are handled and accounted for in accordance with the internal financial controls according to the Archdiocese of St Paul & Minneapolis.

### **POLICY:**

The following is the Fundraising Policy of the Church of St. Genevieve:

- 1) A "Fundraising Application" must be completed for all fundraising events desired. All groups completing an application must be a recognized parish organization. Any outside groups will be limited to those that are directly involved with the church.
- 2) Applications must be received at least one month before requested date to allow adequate time to review all requests, and applications will be approved on a first come, first serve basis.
- 3) A new request must be completed each year, even for recurring events.

4) After Mass solicitations / fundraising for specific groups or events will be limited to one per weekend. All after-Mass sales must be preapproved under this Fundraising Policy. Each church organization will be allotted two after mass fundraising activities per year, assuming the availability of the space and scheduled time.

5) Use of Church facilities and common spaces:

a. Fundraisers on church grounds or under church auspices are not to take place on the following days:

- Palm Sunday
- Easter Sunday
- Christmas Eve
- Christmas Day

b. Each group may conduct weekend fundraising activities for up to two consecutive weekends if available.

c. Fundraisers taking place on church grounds will occupy predetermined locations as designated by the Finance Council. Designated areas are:

- The Gathering space in the Parish community center
- Fortin Hall at St. John's campus

6) Approval of events is not guaranteed, even if the event has occurred in previous years.

7) Groups must specify the purpose of the event, the goal, and how the funds will be used.

8) An approved application must be in place before any publicity or budgeting can be done by the requesting organization.

9) Handling of funds:

a. All cash receipts of any fundraiser are to be counted and verified by two non-related members of the fundraising group, placed in tamper-resistant bag and deposited in drop safe. Our Sunday offering counters will deposit funds in general operating account, then receipts will be placed in the appropriate restricted fund.

b. Within 60 days after the event each group must provide to the Finance Council a summary report which must include:

- Total items sold and/or money collected
- Total expenses for the fundraiser
- Details of how much and where the profits were or will be spent

10) The Administrative Assistant will maintain the master calendar for all approved fundraising activities.

11) Approved events will be given the opportunity to display signage in the parish atriums.

12) Bulletin announcements pertaining to fundraising are subject to space availability. Email all bulletin announcements to our Administrative Assistant at least 2 weeks before the desired publish date.

13) Any group conducting a fundraising activity that has not been approved may jeopardize their privilege to conduct future activities. The Pastor and Business Administrator will review the circumstances of the violation and decide on an appropriate response.

14) Any exceptions to the policy will be at pastor's discretion.