

FUND RAISING POLICY
ST. MARY'S IMMACULATE CONCEPTION PARISH

EFFECTIVE JANUARY 1, 2008

It is apparent that we as a parish and school conduct various fund raisers throughout the year to support various activities. It has been discovered that at one time a policy was in effect but was not adhered to on a regular basis creating confusion and lack of communication.

Let it be known that anyone engaging in fund raising and using the parish or its name (St. Mary's Immaculate Conception) for a basis or recipient of funds must conform to the following:

All information regarding your fund raiser must be presented to the Parish Council one week before a regular council meeting which meets on the 3rd Monday of each month. The attached form is to be used and returned to the Parish Office marked to the attention of the Council Chairperson. The Council will approve or reject the proposal the evening of the meeting and if questions arise the Committee Chairperson will be contacted immediately. The Festival Committee would be an exception to this policy as it is an ongoing yearly fund raiser.

It is extremely important that this policy be followed to help better organize all of our efforts to build our parish community.

Approved by the Parish Council 10-15-07

ST.MARY'S IMMACULATE CONCEPTION PARISH

PARISH COUNCIL APPROVAL FORM FOR FUND RAISING

EFFECTIVE JANUARY 1, 2008

DATE SUBMITTED: _____

COMMITTEE: _____

CHAIRPERSON: _____ PHONE # _____

E-MAIL _____

COMMITTEE MEMBERS: _____

FUND RAISER TITLE: _____

INDICATE PURPOSE OF FUND RAISER: _____

DATES OF FUND RAISER: _____

INDICATE HOW FUNDS WILL BE DISPERSED IE; CHUCH, SCHOOL,
ENDOWMENT, ETC. _____

A REPORT IS REQUESTED AS TO THE PROFITABILITY OF THE FUND RAISER

RETURN FORM TO PARISH OFFICE ATTENTION: Council Chairperson

Note! No fund raisers are to be announced or run without the express approval of the Parish Council. This form must be submitted one week before the Parish Council meets. The Parish Council meets on the 3rd Monday of each month.