

St. Thomas Aquinas Parish Fund-Raising/Sale Activity Request

The complete Fundraising/Sale Policy is on the reverse side of this page.

The parish Finance and Administration Commission (FAC) usually meets the **4th Tuesday of the month** – please check the online parish calendar to confirm date – contact the Commission Chair (Diane Lyon: dll@orthoii.com/ 296-2818) to be placed on the agenda. Please plan to attend the meeting if possible.

Submit the following and any other relevant information in writing prior to the FAC Meeting:
(if possible get to parish financial secretary the Thursday before the FAC meeting: net@STAparish.net)

- 1. Requesting group**
- 2. Group's Parish Staff representative**
- 3. Coordinator/Contact for this Activity / Phone / Email**
- 4. Room(s) Requested**
- 5. Title of Activity**
- 6. Description of Fundraiser** (*including purpose, promotion, educational, parish support elements*)
- 7. How funds to be used**
- 8. Date(s) & Time(s) Requested**

If fundraiser is approved, the business manager will seek parish staff approval of the date(s) requested. IF THE FUNDRAISER IS REQUESTED FOR "AFTER MASS" THEN IT MUST BE CONDUCTED AFTER ALL MASSES THAT WEEKEND. If there is a problem with the date(s) requested the business administrator will work with the group to resolve the difficulty.

- Deadline for a bulletin** announcement is Wednesday Noon of the week it is to be published. This should be submitted by the group through the staff representative of the activity.
- Mass announcements** are due by Friday afternoon and should be submitted by the group to the Pastor through the staff representative.
- Post-activity reporting** is expected as soon as feasible (*bulletin deadline and FAC meeting date above*).
- The chair of the Finance & Administration commission will contact the activity coordinator as soon as possible after the FAC meeting (& once a date has been approved by staff) to inform the group if their fundraiser was approved, denied, or if there is a need for more information.**

FUND RAISING & SALE ACTIVITIES

Fund raising and sale activities, aimed at STA parishioners, by parish organizations or groups, as well as outside groups, need the endorsement of the Pastor and the Finance and Administration Commission, and staff approval for date and location. Groups not associated with STA are discouraged from fund raising or sales aimed at STA parishioners on STA premises.

Fundraisers and sales at STA have a purpose beyond simply being a means of raising money. They should:

- Provide information on the group conducting the fundraiser or sale
- Provide information on the specific goals of the fundraiser or sale
- Invite parish-community participation and support of the group and its goals in the form of prayers
- Build community by providing an opportunity for interaction between the parish and the members of the group.
- Provide a symbolic link between individual parishioners and the group, making the group an extension of the parish.

FAC gives approval for fundraisers & sales with the expectation that these goals will be a focus. It is also expected that the group will report on the results of their activities to the FAC with additional reporting in the weekly bulletin. Groups that do not incorporate these goals into their fundraiser or sale, as judged by the FAC, will lose permission to conduct future fundraisers/sales.

Groups with standing approval for their fundraisers: Mudika (2 bake sales per year); Youth Ministry (bake sale, pancake breakfast, and pop can collection); Knights of Columbus (tootsie roll sale to benefit the mentally handicapped); BirthRight Mothers' Day Card Sale; Worldly Goods Advent Sale; TWO Knights of Columbus fish fries during Lent; and Campus Ministry (fundraiser to support service trips conducted over Spring Break AND shirt sale for outreach). These fundraisers only require approval of staff for date and location, subject to the requirements above.