

FUND RAISING APPLICATION (10/23/2017)

St. Joseph Catholic Parish

Purpose: Mindful of our Mission Statement, the Fundraising Application provides a guide for all parish ministries/committees as they plan fundraisers, and serves as a resource for overall parish scheduling. All fundraisers will be approved through Finance Council prior to scheduling and promotion. The Fundraising Application, must be resubmitted annually for ongoing and recurring fundraising events. (Empty Basket, Alms, Giving Tree, etc.) Please see Fundraising Policy before proceeding with Application (*available from Parish Secretary or parish website*)

Contact person, e-mail address & phone number:

Pastoral Staff liaison assigned:

Organizing committee/organization:

Name of Fundraiser:

Location of event/Room(s)

_____ Reserve Portable Interactive Monitor (PIM)

_____ Reserve Portable Interactive Monitor (PIM) with Laptop Computer

If requesting multiple rooms, list the room you would like the PIM in: _____

Requested date(s)

Start time

End time

a.m. / p.m.	a.m. / p.m.
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Is this: one-time fundraiser multiple dates (2 -3 weekends)
 regularly occurring (more than 4 weeks or every month)

List time span, if appropriate.

Will there be hospitality served? Yes No

What will be served?

Where will it be served?

Who will serve and clean up?

Purpose/Goal of event: i.e. raising funds for youth ministry, collecting goods for...,)

Who is the primary 'audience' for fundraiser? E.g. parishioners at Mass, parish & local community

How does the event fit within the mission of the parish? (Strengthens faith, outreach, education, formation)

How will proceeds/goods be used?

If goods are collected, where will the collection take place?

Where will goods be stored & for how long?

If selling a product, what is the cost vs. revenue?

cost to the ministry per item/package?	sale price?
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Anticipated Total Revenue:

Anticipated Total Expenses (continue on a separate sheet if necessary):

Vendor name/Volunteer reimbursement	Estimated amount of expense

Are there tickets being sold? If so, for how much?

Is this a Raffle or drawing? If so, what is the price per ticket? - See Director of Administration for instructions

Will you be soliciting prizes/gift from others? If so, please fill list solicited donors. (continue on a separate sheet if necessary)

Will alcohol be involved? If so, how? Who will be bartending?

Is there a promotion plan (see Communication Guidelines on parish website or Parish Secretary)? Provide a description. Bulletin announcements, Constant Contact submissions, Pulpit Announcements, etc. are submitted separately.

Date submitted to Director of Administration: _____ Name: _____

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Date to Finance Committee: _____ Approved Not Approved

Category 1 2 3 (circle one)

Chair of Finance Committee signature: _____

Date: _____

Parish Director signature: _____

Date: _____

If not approved – reason: _____

Fund Raising Calendar Date: _____

Financial Report sent to organizer Date: _____

Organizer update to parishioners done Date: _____

Liquor License needed Yes No Date applied for: _____

Other permits needed: _____

Room Set Up Forms may be requested from the Parish Secretary for approved events.