

## **Ministry Fundraising Procedure**

Please read the Diocesan Fundraiser Guidelines before you submit your application (on back of application).

Turn in the attached application **3 months in advance of your event**. Submit the application to your Pastoral Council Liaison via e-mail or to John Kolasinski.

Pastoral Council will review your application and approve/deny within 10 days. Please be sure to provide an alternate date and enough information to help guide Pastoral Council discussion. You may attach additional flyers/sample information to the application.

Ministries are limited to 1 on-campus fundraiser per quarter; 3 per year. Certain exceptions may be made.

Upon approval of application, if desired, please consult with Kelly Meyer for bulletin announcements via e-mail and Bobbi Bellardine for after-mass verbal announcements or outside table set-up. If your event has special needs for equipment and room set-up and you need parish assistance, please contact Jim Coen.

We strive to offer a space for socializing after mass as well as a clear path to the parking lot. We ask that you please set up towards the grassy areas on either side of the Parish Center or under the Parish Center awning if raising funds after mass or CCD.

Questions? Contact your Pastoral Council Ministry Liaison or John Kolasinski in the church office.

**St. Mary Magdalene Catholic Church**  
**Application for Fundraising Activity**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of fundraiser/event: \_\_\_\_\_

Requested Date(s) of event: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Description: \_\_\_\_\_

Funds will benefit: \_\_\_\_\_

Funds will be used for: \_\_\_\_\_

How will the net funds generated be dispersed (especially if your ministry does not have a bank account)? \_\_\_\_\_

Estimated net funds to be raised: \_\_\_\_\_

If your ministry raises funds in excess of your need/goal, what will you do with the surplus?  
\_\_\_\_\_

Where will the event be held? \_\_\_\_\_

Who will be the target market for the fundraiser? \_\_\_\_\_  
\_\_\_\_\_

Any initial start-up funds needed for the event? \_\_\_\_\_  
If so, how will this be funded? \_\_\_\_\_

How will money be collected? What safeguards are in place? (See Diocesan Guidelines)  
\_\_\_\_\_

Is a permit or license required for this event? \_\_\_\_\_

If so, who will be responsible for the permit or license? \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please submit completed application to the Director of Business Administration at least three months prior to the scheduled event. Application will be presented to the Pastoral Council for approval. The submitter of the requesting organization will be notified of the Council's decision.**

Approval Information:  Approved  Not Approved

Chair, Pastoral Council \_\_\_\_\_ Liaison, Pastoral Council \_\_\_\_\_

## **Cash Control Procedures for Ministry or Affiliated Parish Organization Fundraiser**

- There should always be at least two people present at the same time and place when handling cash, i.e. if goods are being sold and tables are separated there should be two people at each table.
- Cash receipts during the period following the event and the actual counting should be safeguarded in a locked deposit bag, cabinet or safe.
- The counting of cash receipts should be done with at least two people present and should be documented using a tally sheet. (A copy of the tally sheet used in counting the Sunday Offertory can be obtained from the Parish office.) There should be verification of the count by a second person. Checks should be endorsed to prevent the unauthorized cashing, i.e. endorsing should include for “deposit only into account \_\_\_\_.” Tally sheet should be signed by all counters. If the fundraiser is held over more than one day, the cash receipts should ideally be deposited daily.
- If goods are being sold, there should be control of both the inventory of goods and cash. For example: if Table A was issued a starting inventory of 100 items that were selling for \$1.00 each and at the end of the day there were 13 items remaining, there should be \$87.00 in cash (plus any money used to start a bank if one was issued.)
- Expenses for the event should never be paid out of cash receipts. Expenses should be paid by check.