

# 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 Council usually meets the **4<sup>th</sup> Tuesday of the month** – please check the online parish calendar to confirm date – contact the Council Chair (see webpage) to be placed on the agenda. Please plan to attend the meeting if possible.

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Submit the following and any other relevant information in writing prior to the Finance Meeting:  
(if possible get to parish business manager the Thursday before the Finance meeting)

- 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 manager will work with the group to resolve the difficulty.

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- Deadline for a bulletin** announcement is Tuesday 5:00pm 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 morning and should be submitted by the group to the Pastor through the staff representative.
- Post-activity reporting** is expected as soon as feasible.
- The chair of the Finance Council will contact the activity coordinator as soon as possible after the Finance 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 Council, 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.

The Finance Council 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 Finance Council with additional reporting in the weekly bulletin. Groups that do not incorporate these goals into their fundraiser or sale, as judged by the Finance Council, will lose permission to conduct future fundraisers/sales.

Several groups have **STANDING APPROVAL** for fundraisers including Mudika (2 bake sales per year); Honduras Ministry Basement Sale; Youth Ministry (bake sale, pancake breakfast, and pop can collection); Knights of Columbus (tootsie roll sale to benefit the mentally handicapped, 3 Lenten Fish Dinners, 1 spring Pancake breakfast and 2 fall pancake breakfasts) and Campus Ministry (shirt sale for outreach), Worldly Goods holiday sale at STA (benefits Love Your Neighbor program) and the *Making A World of Difference* fundraiser to support parish trips. These fundraisers only require approval of staff for date and location, subject to the requirements above.

*approved Finance Council 10/25/06, revised 10/11*