

TOMS Event: Allocation Guidelines

1. Funding is available for parish-sponsored activities/trips only.

A trip/activity is parish sponsored if the answer to ALL of the following questions is “YES”:

1. Does the parish have full control or final decision making authority over the trip/activity?
2. Do funds associated with the trip/activity flow through parish accounts?
3. Is the trip/activity open to all eligible parish members?
4. Is the purpose of the trip/activity designed for growth in parish ministry, learning, service or spiritual growth?
5. Is the trip/activity endorsed by a parish committee/commission?

If the answer to any of the above questions is “no”, the activity is not parish sponsored.

2. Support and endorsement for any service, immersion or ministry formation experience will be discussed by the appropriate commission or committee at STA. Trips must be approved by a parish commission or committee before applying to the Finance Council for funding.
3. The total amount of funding available in a given fiscal year is determined by the Finance Council, at its August meeting, based on the outcome of the TOMS Event fundraiser. It may be determined that some funds may remain in the pool as seed money for future events and to cover travel deposits.
4. The Finance Council will allocate funds for 3 disbursement cycles. The periods, dates and cycles can be modified if necessary.

Funding Cycles and due dates:

Period 1: October 1-December 31

Budgets and trip plans due to the Finance Council by September 15

Period 2: January 1- May 30

Budget and trip plans to the Finance Council by November 20

Period 3: June 1 – September 31

Budget and trip plans to the Finance Council by May 15

5. The sponsoring committee or commission shall submit the following to the Finance Council:
 - a. A brief description of the trip (when, where, what is to be accomplished) with the number of participants
 - b. How the experience fits the parish mission statement.
 - c. The amount of funding requested (including other funding sources).
 - d. A trip budget.
 - e. It is the responsibility of the sponsoring commission or committee to determine criteria for who goes on the trip and how funds are divided.
6. The Finance Council will make a decision as to total funding for each request. Criteria for funding include the following:
 - a. The funds are available in the fund pool.
 - b. The request is in line with the parish mission statement.
 - c. There is a plan and budget in place approved by a parish commission or committee.
 - d. There is a commitment in place that those receiving funding will help with the next TOMS Event.
 - e. In the judgment of the Finance Council the request deserves parish financial support.
 - f. The total number of requests and participants.
7. Following the Finance Council’s approval if request, all funding recipients will be required to work on the next TOMS event, coordinated by the TOMS Event planning committee, either in preparation for the event or the night of the event.
8. The committee/commission responsible for each trip makes the decision on how the total allocated amount benefits **individual** trip participants.
9. Requests and questions should be directed to the parish Business Manager.