

## PARISH FUND RAISING & SALE POLICY

Financial support of the ongoing ministries and mission of St. Thomas Aquinas Church is made through generous faithful sacrificial giving to the parish budget and through development office initiatives aimed at alumni and friends.

From time to time, special fund raising campaigns may be undertaken to support capital needs, endowments supporting campus ministry and other programs or initiatives, specific ministries at or associated with St. Thomas Aquinas, and other needs. Special campaigns must originate with a ministry, committee, board or council at St. Thomas Aquinas. Approval must be given by the Finance Council and the Pastoral Council.

Fundraising, beyond the above, at St. Thomas Aquinas parish is focused in three areas, 1) annual TOMS Event, 2) an annual support event for Dulce Nombre de Maria parish in Honduras, and 3) archdiocesan mandated appeals.

Other 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.

Fundraising is understood to be any activity on or off site, with parish sponsorship, that asks for money or goods or sells a product.

Fundraising must support the mission of STA.

Fundraisers 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.

The Finance Council gives approval for fundraisers 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, as judged by the Finance Council, will lose permission to conduct future fundraisers.

**Groups with standing approval, as exceptions, for fundraisers:** KNIGHTS OF COLUMBUS: Tootsie Roll sale to benefit the mentally handicapped), THREE fish dinners during Lent, ONE spring pancake breakfast and TWO fall pancake breakfasts; CAMPUS MINISTRY: outreach shirt/apparel sale; SOCIAL JUSTICE: Worldly Goods holiday sale.

These fundraisers only require approval of staff for date and location, subject to the requirements above.

# 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 parish Business Manager & Council chair 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:  
(to parish business manager the Thursday before the Finance Council 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 administrator will work with the group to resolve the difficulty.

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- 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.
- 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.**