St. Gregory the Great Roman Catholic Parish

Parish Fundraising Procedure

May 28, 2024

Mission Statement

We are a Catholic Parish in Prince Edward County committed to proclaiming the Good News of Jesus Christ.

Parish Vision

To foster Christian Stewardship as a "Way of Life" in which individuals more fully live their baptismal call to discipleship through intentional, planned, proportionate giving of time, talent and treasure in response to God's generosity.

I. To Begin Fundraising-

(1) Any Fundraising Group or individual who wants to sell a product, provide a service or solicit donations of cash, goods or in-kind donations on behalf of the Parish, the Group or themselves shall

a) submit a completed Parish Fundraising Application form to the Parish Office via the Administrative Assistant. Failure to submit a completed Parish Fundraising Application form will result in an unsanctioned Fundraising that may affect future fundraising requests by the Group or individual.

b) understand that the Parish Fundraising Policy governs the approval process of all fundraising requests.

c) consult with the Pastor, a member of the Pastoral Council or a member of the Parish Fundraising Committee if in doubt about the Policy which can be found in the Parish Office or Parish Website: click on Ministries > Administration> Fundraising.

II. Application Process-

(1) Applications for recurring fundraising events (weekly, monthly, etc.) should be submitted by the 15th of January each calendar year.

(2) Groups shall submit a completed Application form to the Administrative Assistant as early as possible but no later than two months prior to the event. Late submissions may be accepted due to unforeseen extenuating circumstances.

Suggested time schedule for submitting Applications:

Request should be received by	for fundraiser scheduled during
October 30	January – March
January 30	April – June
July 30	October – December
April 30	July – September

(3) Required government licences must be obtained for the distribution of alcoholic beverages, raffles, games of chance, etc. and/or noise variances. The Pastor will determine if a liquor license/permit application is required. Refer to Archdiocesan Guidelines regarding alcohol.

(4) Group fundraising shall not take place on:
- a) Palm Sunday
- b) Easter Sunday/Holy Week
- c) Christmas Eve/Day
- d) New Year's Day
- d) Sacramental weekends – Confirmation, First Communion, etc. but baptism weekends are permitted
- e) All other Holy Days

(5) All fundraising is to be conducted in such a manner as to include confidentiality where necessary and meet any legal requirements.

(6) Raffles/Bingo/Games of Chance, etc. – shall be compliant with Ontario gaming laws and Archdiocesan policies. All appropriate government forms shall be filed by a member of the Fundraising Group, or a member of the Fundraising Committee if agreeable and able to so.

(7) In most cases, a response from the Pastor or a member of the Pastoral Council will be received within two to four weeks of submission. The Pastoral Council normally meets the first Tuesday of each month except for July and August.

III. What happens next-

(1) Once an application is received by the parish Administrative Assistant, events will be placed tentatively on a Fund Raising Calendar until approved by the Pastor following consultation with the Pastoral Council.

(2) The Administrative Assistant shall notify in a timely manner, the Pastor and members of the Pastoral Council via email upon receipt of a Parish Fundraising Application.

(3) A Fund Raising Calendar is to be kept by the Parish Administrative Assistant and updated as required.

IV. Approval Process- See *Parish Fundraising Policy*

V. After the Fundraising-

(1) At the conclusion of a Fundraising the designated Funds Collector and Verifier shall
- a) complete in full the Fundraising Receipt portion of the Fundraising Application Form
- b) place the completed Fundraising Application inside an envelope, with all monies and cheques that were collected during the Fundraising
- c) seal the envelope
- d) and mark their initials over top of the seal (both persons).

(2) The 'Funds Collector' and 'Verifier' shall submit the envelope to the Parish Office as soon as practicable. If the Parish Office is likely to be closed at the conclusion of the Fundraising, arrangements shall me made with the Pastor, Administrative Assistant, a member of the Finance and Property Committee or Pastoral Council prior to holding the event to ensure the sealed envelope is stored in a secure and safe location.

(3) All cash/cheques collected from a Fundraising shall be deposited in the Parish bank account by the Administrative Assistant or another person as designated by the Pastor.

(4) If the Fundraising involved inventory (e.g. food items, etc.) a detailed reconciliation of inventory on hand, inventory in process, inventory sold, and proceeds of sales shall be maintained by the Group responsible. This will need to be turned over to the Parish Administrative Assistant upon completion of the Fundraising, within seven days of concluding the event or in the case of an ongoing Fundraising (e.g. Parish Gift Shop) every month.

(5) Disbursement of cash/items

a) Cheque requests/invoices for expenses will be turned into Parish Office as soon as possible. They must be approved by the Pastor via the parish Administrative Assistant.

b) If final proceeds are to be sent to an organization outside of the Parish, e.g., Catholic charities, the Administrative Assistant will complete the cheque request.

c) Paying for expenses using the 'cash' from the Fundraising, (i.e., taking money from cash box to pay for bread needed at last minute from store) is prohibited. If a time arises that more supplies are needed at the last minute, if possible, consult with the Pastor, a member of the Finance and Property Committee or Pastoral Council, use personal funds and request reimbursement (receipts required).

VI. Notifications-

(6) The designated member of the Group conducting the Fundraising shall within 7 days of its conclusion inform:

a) their Group of the results – financial, attendance, success or failure etc.

b) the Administrative Assistant of any additional information that was not to included on the Application Form when submitted with the receipts from the Fundraising.

(7) The Administrative Assistant shall forward the Fundraising results to the Pastor, Parish Pastoral Council and Parish Finance and Property Committee upon receipt.

(8) Within 15 calendar days of completion, an update shall be given to the parishioners at large by the Parish Office (e.g. bulletin announcement or Parish website).

(9) Ongoing fundraising [see Parish Fundraising Policy *IV. Approval Process (2) a)*] shall be reported to the Administrative Assistant by the organizing Group quarterly in a calendar year and those results shall be placed in the Bulletin and on the Parish website. The Administrative Assistant shall forward the results to the Pastor, Parish Pastoral Council and Parish Finance and Property Committee upon receipt.

(10) The Parish shall be informed before, and after any fundraising as to the goals and accomplishments of those fundraisers/events, including a prompt report of final totals, and acknowledgment of volunteers and supporters of the fundraiser. It can be as simple as e.g., *'Over the past month the parishioners of St. Gregory the Great Parish have donated 100 cans of food to the Food Bank Basket. Thank you to all volunteers who provided their assistance and time and to those that donated to this worthy cause.'*

(11) External donors and large contributors should be recognized as part of the reporting process, if they do not request anonymity.

(12) Special Collections and 'one and done' fundraising [Parish Fundraising Policy *IV. Approval Process (2) c)*] donations conducted shall be reported in the Parish bulletin the week following the collection.

(13) Results of Fundraising efforts should be published on the Parish website, Facebook and any other social media if used by the Parish in addition to the Parish bulletin.