

PARISH POLICY FOR FUNDRAISING CAMPAIGNS

In order to better anticipate and manage the current volume of fundraising requests, St. Patrick – St. Anthony Parish is implementing the following Fundraising Policy. These guidelines are intended to ensure that every request is managed in a timely plan to even out campaigns.

The campaign must be in alignment with the mission of the parish and consistent with the teachings of the Catholic Church. Fundraising should be a positive, unifying experience, and members should not feel obligated to contribute.

REQUIREMENTS

All requests must be submitted in writing using the Fundraising Request Form. All requests must be received **at least 3 weeks before** the requested date. The request form must be complete upon submission, including any marketing information about resources and display space that is needed.

The parish staff will not be expected to create the promotional material.

- Donors should be informed about the use of donated funds, and fundraising efforts must be transparent and accountable.
- Fundraising requests will be reviewed by Karen Levesque in consultation with parish staff. Requests for speakers at Mass or announcements are only approved by the pastor.
- Once a request is received, you will be notified of approval or alternatives. Written approval is necessary before the campaign can proceed.
- After the fundraising, the campaign must provide financial transparency by reporting financial results to Karen within 30 days of the event.

