

**Resurrection Parish
Canton, Michigan**

Parish Fundraising Guidelines

Purpose

The purpose of this policy is to establish the rules and requirements for Parish-approved or supported organizations to raise money or other items for use by the Parish, its approved organizations, or other organizations whose missions and goals match those of Resurrection Parish, the Archdiocese of Detroit and the Catholic Church.

This policy does not apply to normal Parish offertory collections, stipends, or donations nor does it apply to fundraising for the acquisition or construction of real property, major capital improvements, and requests for donations prescribed by the Archdiocese or the Catholic Church.

The determination of whether or not an event is approved rests with the Stewardship Commission which will then make a recommendation to the pastor.

Guidelines

- Committees must first obtain approvals from their appropriate Commission chairpersons.
- All Commissions wishing to have a fundraising event are required to submit a Fundraising Request Form to the Stewardship Commission by June 30th for the following fiscal year.
- All outside organizations must submit a Fundraising Request Form to the Stewardship Commission following the guidelines below.
- The use of Parish facilities for solicitation purposes will be dependent on the availability of space for the requested weekends.
- No fundraising events are held in the gathering space. All fundraising events will take place in the annex to the gathering space (the last two windowed areas). This will allow for 2 events per weekend.
- The Stewardship Commission will review the requests and contact the requesting committee or organization for clarification or additional data, if needed.
- The Stewardship Commission chairperson will make recommendations to the pastor and the requestor will be notified of approval or denial.
- If the event is approved, the parish secretary will add the dates to the parish calendar.
- Within 30 days after completion of the event, the requesting committee is responsible for supplying actual fundraising income and expense data to the Stewardship Commission. Outside organizations are not affected by this requirement.
- Revenue from parish affiliated fundraising events will be deposited in the Parish

general fund. Revenue from events that are to be used for other purposes must be identified on the Fundraising Request Form.

- All expenses must be submitted to the Parish Office along with the completed request form.
- After receipt and verification of request form information the parish will issue a check to the requestor.
- Parish approved committees which are listed in the Parish Ministry Handbook, but are separate legal entities, such as the Society of Saint Vincent de Paul, must follow this policy for approval of fundraising activities and events if they are using Parish facilities or requesting funds or donations from parishioners.
- A maximum of two weekends will be scheduled per activity.
- No fundraising events are scheduled during Lent.
- Activities such as Generations of Faith or blood drives, where only a sign-up is required, do not fall under this policy. However, such activities must be pre-scheduled through the parish office to ensure space availability.
- Worship related events (such as sign-up for Eucharistic adoration) as approved by the pastor are excluded from this policy.
- Any questions regarding this policy should be directed to Stewardship Commission chairperson.
- Fundraising forms will be available in the parish office and on the parish website.

Definitions

Fundraising - The solicitation of funds, goods or other items from parishioners or non-parishioners through ticket sales, raffles, sales of goods, donations, and so on.

Parish Approved Committee - Any committee listed in the Resurrection Parish Ministry Handbook.