

Our Lady of Victory Parish Fundraising: Principles, Guidelines, and Procedures

Our Lady of Victory is striving to be a stewardship parish. In the ideal stewardship parish, the sharing of time, talent and treasure by parishioners, and the overall parish commitment to the sharing of God's gifts, would make fundraising by parish groups unnecessary. This policy is meant to provide guidelines until such time that fundraising becomes unnecessary.

Guiding Principles:

These principles are offered as a foundation for parish fundraising policies:

1. The focus of fundraising must be on the mission and vision of the parish. We can support the work of other ministries but should largely concentrate on supporting the overall ministry of this parish.
2. Fundraising for capital needs including renovation and new construction is understood to be necessary and prudent. All campaigns should embrace and incorporate the Stewardship message. (The notion of capital campaigns should be advanced as one manifestation of *extraordinary* stewardship compared to offertory support as *ordinary* stewardship).
3. Events conducted by community organizations should not be promoted as "parish events".
4. In the case of parties held for social and community building purposes, any incidental profits should be allocated to parish purposes.
5. Raffles must be conducted in accordance with Iowa law and coordinated through the parish office.
6. The group raising funds must be aware of and respectful of the needs, customs, and integrity of other parish ministries and programs, and should seek to build partnerships in cooperation with other parish groups to avoid competition and duplication.
7. The parish should be informed in a timely manner, before, during, and after any fundraisers as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supporters of the fundraiser.

Categories

Parish fundraisers will be categorized as:

1. **Small Limited Term Fundraisers:** Those, which will take place over a given period (e.g. day/s, weekend/s, a liturgical season, etc.), and which seek to raise \$1500 or less. (Examples: bake sales, breakfasts, etc.) Annual permission may be granted.
2. **Large Limited Term Fundraisers:** Those, which will take place over a given period, as specified above, and which seek to raise over \$1500. (Examples: Bazaar, Gala, Rummage Sale, Magazine Drive.) Annual permission may be granted.
3. **Ongoing Fundraisers:** Those, which are conducted as a normal part of the parish schedule, with or without an end date. (Examples: Scrip sales.)
4. **Parish-Wide Campaigns:** (Examples: parish capital campaign and Embracing Our Future campaign.)
5. **Special Fundraisers:** (Examples: One-time special collections at Mass; Birthright, KC Tootsie Roll Drive, special collections requested by the diocese, etc.)
6. **Fundraisers for groups outside the parish:** (Examples: Youth Car Wash for Habitat for Humanity, etc.)

These categories include all fundraisers, either on- or off-site, which are sponsored or approved by the parish. All new fundraising initiatives operated under parish sponsorship are required to submit a Request for Fundraising Activity (**Exhibit A**) and Proposed Fundraising Budget (**Exhibit B**) prior to the start of the fundraiser. Events existing as of November 27, 2006 are hereby granted annual permission unless the scope of the event changes.

Approval:

1. The Pastor or Parish Administrator must approve new Small Limited Term fundraisers one month prior to the event. Consultation with the appropriate pastoral staff member prior to submission is expected.
2. Large Limited Term Fundraisers and Ongoing Fundraisers must be approved by the Parish Council at least three months in advance of the event.
3. The Finance Council must approve any new Ongoing Fundraisers and make recommendation to the Parish Council for its approval.
4. The pastor may schedule special collections for the poor or other emergency needs at any time. Consultation with the Finance Council is encouraged, but Council approval is not needed.

5. All other fundraisers need Parish Council approval on a case-by-case basis, at least three months in advance. (Exception: Special collections or campaigns requested by the diocese are subject to pastor approval.)
6. No fundraising activity using parish grounds or facilities will be scheduled in the parish calendar until approved.
7. Fundraising activities involving or benefiting Our Lady of Victory educational ministries must comply with Board of Education fundraising guidelines. Consultation with parish council will take place if the education administrator or pastoral administrative staff determines it necessary, particularly if the anticipated goal of the fundraising activity exceeds \$1500.

Purpose of funds:

The financial goal of the fundraiser, in dollar amounts, is to be indicated by the parish ministry on the fundraising application.

If the proceeds are to be divided among various accounts, recipients, etc., the amounts to be given to each are to be specified in detail on the fundraiser application. This is to be done either by percentage (e.g. 50% to recipient A, 30% to recipient B, etc.) or by dollar amounts. Proceeds of the fundraiser must go to the recipients designated, in the predetermined amounts.

Reporting:

The organization that is doing the fundraiser is responsible for reporting to the appropriate line of authority, the total amount of the proceeds raised. A detailed financial report is to be submitted within one month, maximum, after the completion of the fundraiser. A suggested form for this report is included with the application. **(Exhibit C)** If the proceeds are divided among various accounts, recipients, etc., this is to be included in the report. A summary report to the parish community via the bulletin or other communication vehicle is encouraged.

Handling of Funds

The organization having the fundraiser will put the monies through their checkbook unless otherwise approved by the Parish Administrator. Appropriate revenue and expenditures should be reflected on the organization's annual Income/Expense report submitted to the Finance Council.