

Stillwater Catholic Community  
Church of St. Michael, St. Mary's Church, St. Croix Catholic School,  
St. Croix Catholic Faith Formation and St. Croix Catholic Youth Ministry

Policy on Fundraising  
May 2010

**DEFINITION:**

Fundraising is defined as any effort to sell a product, provide a service, or solicit donations in order to raise funds, on behalf of the Church of St. Michael, St Mary's Church, SCCS, SCCFF or SCCYM. Fundraising events would include, but are not limited to, those that take place at either church, at the SCCS or SCCFF facilities, or at any off-site location where the purpose is to obtain additional funding for the organizations; i.e. restaurants, parks or other places of business. **Fundraising events for the benefit of specific individual or family mission trips are not allowed.**

**WHY WE NEED A POLICY:**

The parishes, school and faith formation operating groups each host numerous ministry activities, events, and fundraisers that are critical to supporting our collective community mission. Because of the sheer number of events there have been conflicts in scheduling and the feeling from parishioners of being over-solicited. This policy is being formulated to define the procedure and acceptable boundaries of fundraising within our parish communities. It is important that the church leadership be aware of when, how often, and for what purposes our members are being asked for donations. Therefore it is essential that the community maintains a calendar of all fundraising activity from all operating groups; and that all activity be approved before being conducted.

The Sunday collection and tuition payments are the primary source of income for the operating groups. From time to time it may be necessary to fund programs or projects that are not in the scope of the annual budget. This is where fundraising events come into play. At other times, especially in the case of natural disasters or Archdiocese mandated causes, we will be asked to conduct a special collection at Masses. All special collections must be approved by the Pastor

**Purpose of Policy**

1. Ensure a consistent and fair procedure for approving all fundraising activities; both existing events and new.
2. Eliminate conflicting events by the coordination of a community-wide fundraising calendar which will ensure that all fundraising activities are carried out in a positive manner and are beneficial to all operating groups and parishioners.
3. Ensure that all receipts are handled and accounted for in accordance with the internal financial controls according to the Archdiocese of St Paul & Minneapolis.

## **POLICY:**

The following is the Fundraising Policy of the Stillwater Catholic Community, CoStM, StMC, SCCS, SCCFF and SCCYM.

- All operating groups will participate in the Fundraising Committee and centrally review and grant fundraising requests each year during the annual calendar process. The fundraising calendar year is September 1 – August 31.
- In March of each year a request for room reservations and fundraising events will be mailed to all parish, school, and faith formation groups.
- A “Fundraising Application” must be completed for all fundraising events desired for the coming year. All groups completing an application must be recognized parish, school, or faith formation organizations. Any outside groups will be limited to those that are directly involved with St. Michael’s or St Mary’s (i.e. BSA and K of C)
- Applications must be received by June 15 of each year to enable the Fundraising Committee adequate time to review all requests.
- Any requests received after the June 15 deadline will not be guaranteed consideration for the next fiscal year.
- A new request must be completed each year, even for recurring events.
- After Mass solicitations / fundraising for specific groups or events will be limited to two events per weekend. SCRIP has been approved for all weekends which leaves one additional spot. All after-Mass sales must be preapproved under this Fundraising Policy.
- ***Approval of events is not guaranteed, even if the event has occurred in previous years.***
- Groups must specify the purpose of the event, the goal, and what the funds will be used for.
- An approved application must be in place before any publicity or budgeting can be done by the requesting organization.
- Within 60 days after the event each group must provide to the Director of Corporations a summary report which must include:
  - Total items sold and/or money collected
  - Total expenses for the fundraiser
  - Details of how much and where the profits were or will be spent
- Events will not be approved that conflict with the 2 parish festivals; Wild Rice in September and Fun Fest in May.
- The Office & Facilities Use Manager at St. Michael will maintain the master calendar for all approved fundraising activities.
- Approved events will be given the opportunity to display signage in the respective parish atriums. Pulpit announcements will not be allowed.
- Bulletin announcements are subject to space availability. Email all bulletin announcements to our bulletin editor at least 2 weeks before the desired publish date.
- Any group conducting a fundraising activity that has not been approved may jeopardize their privilege to conduct future activities. The Pastor and Director of

Corporations will review the circumstances of the violation and decide on an appropriate response.

The following events/activities are approved but organizers must still submit an application detailing dates, locations and community facilities needed:

1. St Mary's Wild Rice Festival in September
2. SCCS Marathon Service Fundraiser in October
3. CCW Merry Mall in November
4. Men's Club Lenten Fish Fry's in March/April
5. St. Michael's Fun Fest (May)
6. SCRIP sales after all Masses throughout the year.
7. SCCS Light Their Way Dinner (scheduled as keynote speakers are available)
8. SCCFF Ray Sayers Golf Tournament in July
9. SCCS Endowment Golf Tournament in August

***ALL OTHER events / activities must request and receive approval before they will be placed on the master calendar. This includes any activity intended to raise funds for any operating group. Youth groups, Home & School, Respect Life, Catholic Workers, Men's Club, CCW, Boy Scouts and Knights of Columbus are all covered under this policy.***

### **Fundraising Committee:**

A fundraising committee shall be created with representatives from each operating group. They will receive fundraising requests, evaluate the proposals submitted, and recommend to the Pastor the fundraisers that should be permitted in the Stillwater Catholic Community for the upcoming year. The duty of the committee is to approve fundraisers that are in the best interest of the Parishes, SCCS, SCCFF, and its parishioners while at the same time providing a balance of events among all corporations. The goal is to not exceed one fundraiser a month to make sure that we do not detract from the Sunday offertory.

### **Timeline for Fundraising Decision:**

The timeline for determining fundraising activities is as follows:

- March Distribution of Annual Calendar request along with Fundraising Letter and Application to all ministries
- June 15 Deadline for all fundraising applications
- June-July Fundraising Committee meets to consider applications
- Early August All applicants are contacted as to the status of their fundraising request for the coming year (September – August)