

Fundraising

POLICY:

Groups or individuals wanting to raise funds must follow parish procedures.

REASON FOR POLICY:

Occasionally it may be appropriate and necessary to raise funds for a particular event, program or cause. However, it is critical that these be monitored for appropriateness and timing. As requests are submitted, duplicates to a particular business or group can be avoided.

DESCRIPTION:

Every person or group wanting to raise funds for a particular event must complete a **Proposal for Fundraising Form** and submit it to the Director of Administration. See *the Proposal for Fundraising Form* below.

Assumption Church
Parish Organization Proposal for Fundraising

Name of Organization making request

Contact person name

Contact person phone number

Description of proposed fundraising activity *(use reverse side for more space):*

Target Date(s) for Fundraising Event/Activity:

Purpose of generated funds:

If fundraising event requires use of parish facilities, please complete the following information:

- a. Space and/or Facilities Required:
- b. Target Date for Event:
- c. Actual Time of Event:
- d. Additional Time needed for setup/takedown:

Please return the completed form to:

Jim Hager, Director of Administration
403 N. Main Street, O'Fallon, MO 63366
636-240-3721, ext. 225; jjhager99@yahoo.com

Office Use Only

Proposal Confirmed:

Office Review

Date

Released (7 days after above):