

Fundraising Policy

St. Matthew Parish – Oak Creek, WI

Purpose

To ensure the St. Matthew Parish Finance Committee is informed in a timely and consistent manner of all fundraising activities at St. Matthew Parish. These procedures, as adopted by council, apply to all groups raising funds directly or indirectly for St. Matthew Parish.

Calendaring of Fundraisers

The purpose of “Calendaring of Fundraisers” is to assure that we are not scheduling too many fundraising efforts within the same time-frame,” ALL proposed events that raise funds for St. Matthew Parish will be calendared and approved annually by the Parish Pastoral Staff or Director of Administration & Stewardship This request process will take place by May 15th, with groups submitting an information form as outlined in heading #2. NOTE: The Director of Administration and Stewardship recognizes that certain fundraisers (e.g. scrip) operate on a continual basis throughout the year. These fundraisers will be allowed to continue operation during the year, with proper approval of the application as outlined above. Any fundraiser requested after the parish calendar is determined by the Pastoral Staff in May/June, must be approved in writing by the Director of Administration & Stewardship.

Groups proposing a Fundraising Event Must:

Make their desire known in writing, and receive approval to hold their fundraiser through the calendaring process outlined above. Requests must include the following information.

- **Is your fundraiser in the spirit of the St. Matthew Parish mission statement?**
We follow Jesus as a welcoming Catholic community of believers, fostering a life of active prayer and worship, sharing God’s word through education and action, and reaching out in service to those in need.
- Who (for what group), is sponsoring this fundraiser. What are the start and end dates of the fundraiser? How many times during the year will the fundraiser be held? Once? Multiple times?
- Who will be solicited in this fundraiser? Parishioners? Community? Businesses?
- What is the fundraiser’s target (in dollars)?
- Why are these funds being raised?
- Where are the funds going? A group requesting a fundraiser must designate on their application two parish members. One person must be designated as the person responsible for collecting. The other person will be required to verify the amount raised, both must be present for money counting. All funds will be deposited according to parish procedures in the parish office and all internal controls must be followed in terms of handling cash, drop safe obligation and forms signed.

At the Conclusion of a fundraising event.

All funds are to be deposited daily either in the parish office or drop safe, or safe in principal office unless special permission and safeguards are approved by Director of Administration and Stewardship.

If a fundraising request is denied

The group making the request may petition the Pastor and/or The Finance Committee of St. Matthew Parish to reconsider the decision. The results of this “second-consideration” will be reported to the Parish Council.

On-site fundraising

No more than two groups may simultaneously hold fundraisers or sell tickets for fundraisers in the upstairs Gathering Space before and after Mass. Additionally, community wide fundraisers may not begin until after the 9:30am Mass has ended and the priest has exited the worship space. All on-site fundraising must be pre-approved by the Director of Administration and Stewardship.