



# FUNDRAISING GUIDELINES

PARISH LIFE

The Catholic Community of St. Thomas Becket is mission-focused and largely volunteer-driven. Parishioners are encouraged to actively support youth-oriented, faith-based events, as well as charity and social justice activities for people locally, nationally and internationally.

The following guidelines have been established to provide flexibility for Parish-supported groups to implement fundraising activities without diminishing the sanctity of the church environment or overwhelming parishioners with excessive fundraising activities.

A fundraiser proposed to be done on STB grounds or on behalf of STB must be reviewed & approved by the Parish Pastoral Council (PPC) at a regularly scheduled PPC meeting. These are generally held on the first Thursday of each month. This online form ([CLICK HERE](#)) must be submitted one week prior to the scheduled meeting.

The purpose of the fundraiser must be clearly identified, and be in line with the mission and vision of the Parish. Additionally, a proposed timeline and a description of the activity must be provided, including Church space and materials requested for use, if any. (You will find the proposal form on the Church website.)

The Parish group managing the activity must provide a plan for a cash accounting process (including a double-signer protocol). The group will provide a financial report, including total income and expense, to the PPC within 60 days of the conclusion of the event.

Activities that involve the sale of items must meet the following additional criteria:

All of the proceeds of the sale must go towards the targeted charity or activity (i.e. an individual or group of individuals may not personally profit from the activity). However, if the fundraising activity is open to multiple vendors, (e.g. a Holiday boutique), Parishioner- owned vendors are welcome to participate if they meet the requirements of the event.

2. The STB group that is sponsoring the activity should be present and actively involved (e.g. an event to support a youth-group function should have youth and/or youth group leaders involved in the sale event). The Parish may limit the number and timing of fundraising activities in order to prevent "donor burn-out" among parishioners.

Fundraising activities will not be approved for the Christmas week or Holy week.

The PPC has given priority to the following for fundraising at STB:

STB general budget

Youth ministries

Social Justice ministries

Fliers for an outside fundraiser on behalf of STB may be posted on the Church bulletin board with prior approval of the Pastor/office staff.

The Pastor or PPC will respond to each proposal in a timely manner following the Council meeting. A response may be delayed if additional information is required for the Council to make a decision.

We believe that by following these simple guidelines, that members of this faith community can support a great number of meaningful activities that meet part of our Parish mission: To know God through humble service to others