

St. Thomas Aquinas
Fundraising Policy
As adopted by the Finance Commission
August, 2008

PURPOSE AND BACKGROUND

To ensure that all fundraising activities directly affecting the operating budget of St. Thomas Aquinas Parish, including both the Church and School, are a success financially and spiritually. Fundraising efforts must respect the priorities of the parish as a whole. They must also honor the financial contributions of parishioners and others who have given generously over time and respect the frequency they are called upon to give. Placing specific fundraising activities in the context of the total institution is an exercise of good stewardship and community spirit. St. Thomas Aquinas Parish wants to make any fundraising effort a positive and fruitful experience for everyone involved. In order to properly approve, coordinate, and achieve results for every fundraising program, the following policy is to be followed by all St. Thomas ministries, committees and groups.

POLICY

All fundraising activities of St. Thomas Aquinas Parish must be approved in advance by the Finance Commission. Fundraising activities include events or activities planned for the purpose of soliciting money or items (food, prizes, clothing, furniture, etc.) for the benefit of the St. Thomas Aquinas parish, its commissions, committees, ministries, the school, school-related organizations, etc. in which any parishioner or non-parishioner school parent is being requested to support financially or through donations of items. This includes organizations or groups that use the St. Thomas Aquinas Church and School name on or off the parish property.

The Parish Finance Commission will be the point of contact for all fundraising activities of the parish, including the church and school. The commission will approve and schedule events based on priority and notify the proper groups upon Finance Commission approval. Any scheduling or other conflicts will be addressed and resolved by the Parish Finance Commission.

To the extent possible, every church or school organization should submit all proposed fundraising activities and dates for the following fiscal year to the Finance Commission by June 1 every year in order to establish an annual master calendar of fundraising activities. If a conflict arises, the Commission will request alternate dates from the organization. Conflicts will be resolved by the Finance Commission. Once the Finance Commission reviews all proposed fundraisers for the year, the Finance Commission will officially approve and disseminate the fundraising calendar for the year.

For fundraising activities that arise outside the yearly master calendar, St. Thomas Aquinas organizations shall complete the fundraising approval form and submit it to the Finance Commission no less than three weeks before the event or activity. Each organization will be given notice of approval or denial as soon as possible.

St. Thomas Aquinas Parish Fund Raising Approval Form

(Please submit form to Parish Finance Commission Chairperson 3 weeks before event)

Today's Date: _____ Date(s) of Event: _____

ORGANIZATION

STA Group Submitting This Request _____

Leader: _____ Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____ Email: _____

EVENT DETAILS

Purpose of the Event:

Type of Event or Solicitation: (Bake Sale, Selling Raffle Tickets, other)

SPACE

Space you need for your event, i.e. Bethany Room, Narthex, etc.:

SIGNATURES

Signature of Fundraising Activity Leader:

By signing this request, the leader commits to conducting an event or activity in a manner respectful of worship, parishioners, and staff members and promises a timely return of the designated space and equipment to a clean and orderly state.

APPROVAL:

Finance Commission Chair