



ST. JOHN THE BAPTIST
Catholic Church & School

Policy on Fundraising & Solicitation of Donations

“What we have in the way of possessions, resources, and abilities have been entrusted to us by God. We are called to act as stewards of God’s kingdom”

~ Genesis 1:26

Objective

St. John the Baptist Parish recognizes that fundraising is a necessary activity of the church and school, its ministries and other organizations to generate additional revenue and resources to finance and support projects and programs. However, fundraising should be carried out in a manner that is beneficial to the entire parish and/or school community. As a parish family, we are first and foremost a Eucharistic community. Celebration of the Eucharist binds us as one family. We are many people doing wonderful things for each other and for our community. Parish ministries and organizations should seek to build partnerships in cooperation with other groups to avoid competition and duplication. These guidelines are intended to ensure that everyone’s fundraising efforts are successful. At the same time, we wish to be considerate and respectful of our parishioners and donors and the frequency upon which they are called.

Defining Fundraising

Fundraisers are defined as activities that involve solicitation of funds, resources, or gifts of any kind, on behalf of the parish, school, its ministries, organizations or causes. It also includes sales of merchandise* and solicitations of food, clothing and other items for charities. (*at profit or at cost)

Defining Donation Solicitation

Donation solicitation is defined as any request directed to a company, organization or individual for funds or in-kind gifts on behalf of the parish, school, or its affiliated organizations. This includes grant applications and directed donations for a specific program, event or charity. Please provide a list of individuals, groups, or companies that you will be soliciting in advance.

Policy

(1) All fundraising activities are to be conducted for the benefit of St. John the Baptist Church and School, its ministries, organizations or causes approved by the parish. A church ministry or organization must sponsor all fundraising activities. Fundraising should not be done to benefit non-sponsored organizations or for-profit entities.

(2) To facilitate parish planning and to ensure that fundraising events are scheduled in a manner complementary to the pursuit of the Parish Mission, proposals for new and recurring events should be submitted by March 31st of each year; thus allowing for events to be integrated coherently into the parish budgeting and calendaring processes.

(3) It is understood that some fundraisers won't be anticipated by March. Fundraising activities can be submitted for consideration at least 30 days prior to the event. Special Archdiocesan and/or emergency response collections may be authorized by the pastor at any time.

(4) Proposals are submitted to the Parish Business Office using the "Fundraising Approval Request Form". Events are recommended for approval by the Finance Council and/or the Pastoral Council Stewardship Committee; approved by the pastor; and placed on the parish calendar.

(5) Fundraisers and collection proposals for the school, including all organizations and clubs, must have the prior written approval of the principal as indicated on the "Fundraising Approval Request Form."

(6) Fundraising, except for offertory and special collections, is not permitted in the church. Solicitations in the church vestibule are approved by the pastor and are not to last more than two Sundays. No fundraising activity or event of any kind will be permitted during Holy Week, on Holy Days or the week before and after Christmas. The pastor, or his designee, must specifically approve exceptions to the two-Sunday period.

(7) Each fundraising organization or group is responsible for identifying and obtaining all necessary permits, licenses, etc. required in accordance with federal, state, and local regulations. St. John the Baptist maintains raffle licenses with the WI Department of Administration, Division of Gaming. If a fundraiser involves either advance sale or event day raffles, the group must contact the parish office for specific procedures and reporting requirements. All raffles must be specifically approved and indicated on the fundraiser request form. The potential for serious penalties and the loss of raffle privileges make compliance mandatory.

(8) Contribution and donor acknowledgments should be considered by the fundraising party. The Internal Revenue Service has specific requirements which must be followed for donors to receive proper documentation for tax purposes. Please contact the Parish Business Office for specific information on donor tax reporting.

(9) Following approval of the fundraising activity the ministry or organization must or notify the Parish Business Office to record the dates of all approved fundraising activities on the parish calendar and reserve requested facilities.

(10) St. John the Baptist Parish follows Archdiocese of Milwaukee guidelines with regard to fundraising receipts procedures. Cash and check handling procedures are as follows:

- a) Requests for “start-up” cash (bank) must be made to the Parish Business Office at least 7 business days prior to the event.
- b) All income receipts from a fundraising activity must be totaled and delivered to the Parish Business Office within 72 hours of the completion of the event.
- c) Private persons are not to be reimbursed directly from the original cash receipts of the fundraiser.
- d) Requests for reimbursement are to be completed and submitted, with receipts, to the business office by project leader on a timely basis.
- e) No new banking accounts may be opened without the authorization of the trustees and the pastor.

(11) All solicitation correspondence and advertising/marketing (including electronic and social media) must be coordinated with the Communications Coordinator and/or the Parish Business Office prior to publication or distribution.

(12) Within 60 days following the fundraising activity, a financial report must be submitted to the Parish Business Office showing the source and amount of revenue, a list of the expenses, and how net profits are to be distributed.

Policy Review

The Finance Council will review these guidelines annually prior to November 30. Suggestions for change may be submitted at any time during the year. This review will also include a financial examination of the previous year’s fundraising and solicitation activities.

FC Approved 2019
