

ST. CHARLES BORROMEEO Fundraising Policy

It is the policy of St. Charles to manage the fundraising activities of its various ministries in order to avoid wearying parishioners with appeals, to use volunteer energies and efforts in ways to generate the best returns, and to comply with legal restrictions and regulations. In order to achieve the objectives of this policy, standard procedures will be followed throughout the parish's missions.

Definitions

1. Core fundraisers – These annual activities, such as the Third and High Festival of the Arts and the Gala Auction, have established structures of committees, calendars, and uses of the funds generated. Proceeds go to the general support of St. Charles.
2. Earmark fundraisers – These recurring or one-time events are held for a specific goal by the organization to receive the benefit. Examples include bake sales and car washes for the 8th grade trip.
3. Other fundraisers – These may occur annually but tend to rely on a less-structured set of volunteers and expectations. Examples of recurring events include the golf outing and Oktoberfest.
4. Ad hoc fundraisers – These often originate when someone has an idea of something to do that would benefit one of St. Charles' programs. The event could happen only once or could be repeated.

Procedures

Because the parish has come to rely on the *core fundraisers* to supply budgetary support, they are considered as having approval under this policy. All other fundraisers will require the sponsoring person or organization to submit a request to the Finance Committee specifying:

- the nature of the event and its timing,
- an estimate of the number of volunteers and volunteer hours needed or committed,
- the anticipated net revenue, and
- the proposed use of such revenues.

The Finance Committee will consider the request and make a recommendation to the Parish Council. The sponsoring organization for any proposal benefiting the school will be the Board of Education, which must review and recommend it before it can go before the Finance Committee.

If special urgency requires consideration of a fundraiser in between scheduled meetings of the Board of Education, Finance Committee, and Parish Council, the heads of these groups, in consultation with the pastor, may approve an event and report approval to their respective organizations.

The Finance Committee will maintain the parish-wide calendar of fundraising events.

Budgeting Considerations

Revenues generated from *core* fundraisers are part of the parish's annual operating budget. If net revenues exceed budgeted amounts, the excess funds normally will go to the sponsoring organization. Only in the event of serious parish deficit would the decision to spend the funds be deferred to a subsequent fiscal year. Sponsors of the events will be notified should such a circumstance arise.

Proceeds from the other general fundraisers are not budgeted, given their variability from year to year. Profits from such events typically are applied to specific uses in accordance with approved plans.