



Date: October 21, 2008

Memorandum To: St. Mark Servant Leaders

From: Fr. John Auer, Pastor

Bridget McEowen, Parish Manager

Stan Banaszak, Servant Leader-Development Council

Subject: St. Mark Policy on Parish Fund Raising

Dear Servant Leader,

Attached please find the newly approved St. Mark policy for anyone wishing to request a fundraising event or activity at St. Mark. This policy was written by the Development Council and approved by Fr. John.

The purpose of creating this policy is based on a review of the number of times our parish family is asked to contribute to various causes over the course of the year. We are not judging the value of the cause. Rather we are attempting to understand these activities and how they can be supported more efficiently and effectively. We also want to review how successful the fundraiser was and see where it could be improved.

If your ministry is planning to conduct a fundraising activity/event anytime after November 1, 2008, please complete the attached Request Form and submit it to the Bridget, our parish manger. It will be reviewed per the policy. If you have any questions regarding the policy or the form, please contact Bridget or Jennifer Garcia for additional information.

Thank you for your support and cooperation.

Attachments:

- St. Mark Fund Raising Policy
- St. Mark Fund Raising Request Form
- Sample Request Form (Completed)