



## ST. MARK CATHOLIC CHURCH

### FUNDRAISING POLICY AND PROCEDURE

August 19, 2008

#### PURPOSE OF THE POLICY:

1. To determine that the proposed fundraising activity is consistent with the Mission of St. Mark Catholic Church.
2. To ensure thorough communication to the Parish Staff and the Parish Development Council that other Parish activities and obligations do not conflict with the proposed fundraising activity.
3. To establish procedures that limit or control the amount of times in a calendar year that St. Mark Parishioners are asked to donate to Parish fundraising events to avoid "donor fatigue".
4. To establish procedures that allow fundraising activities involving St. Mark to be reviewed, approved, documented, and evaluated for both best practices; and the time, talent and "seed funding" required to launch the fundraising activity.
5. To determine if the St. Mark community has the energy, time available and funding to successfully support the fundraising activity.
6. To assess any unforeseen potential risks or liability associated with the proposed activity, that might outweigh the financial or community benefit aspects of the activity.

#### GUIDELINES, CRITICAL TIMELINES AND COMMUNICATION RESPONSIBILITIES:

1. Groups/Organizations that propose a fundraising activity must be a recognized Parish organization or ministry of St. Mark Catholic Church.
2. The organizers of the activity cannot personally benefit financially from the fundraising activity.
3. The Fundraising Activity Request Form should be completed and submitted to the Parish Manager at least eight (8) weeks prior to the event date to allow time to review for compliance with Objectives 1 – 5 listed above.
4. A minimum of three (3) members of the St. Mark Parish – Development Council and two (2) members of the Parish Staff must provide a decision on the fundraising activity within fourteen (14) days of submission of the Fundraising Activity Request Form.
5. Within fourteen (14) days after receipt of the Fundraising Activity Request Form, The Parish Manager will contact and inform the lead organizer of the decision to approve/deny the activity or request additional information.
6. The "Return on Investment – ROI" section of the Fundraising Request Form must be completed by the fundraiser Lead Organizer and returned to the Parish Manager within fourteen (14) days of the completion of the fundraising event. All expenditures over \$50.00 must be documented and the receipts attached to the form.
7. The Lead Organizer (or submitter of the form) should assume responsibility to ensure that the form is completed and submitted within the timelines set forth, as well as to take the initiative to contact the Parish Manager to determine the status of the approval process.



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8. Tracking activity expenditures is not only for audit purposes, but to also establish a historical record of vendors/suppliers/contacts utilized to support the fundraising activity and acts as a "benchmark" for succeeding fundraising organizers.
9. A blank Fundraising Activity Request Form is attached, as well as a sample completed form to assist in completing the Activity Request Form.

#### SUBMIT REQUEST OR CONTACT FOR QUESTIONS:

1. Submit the Fundraising Activity Request Form and subsequent documentation (i.e. receipts) to the Parish Manager by e-mail, postal mail or fax. The electronic version of the form is located on the St. Mark Catholic Church website. The electronic version of the form may be submitted by e-mail.
2. Parish Manager Contact information:  
St. Mark Catholic Church – Parish Manager  
9905 Foothills Canyon Boulevard  
Highlands Ranch, Colorado 80129  
Telephone Number: 720-348-9700  
Fax Number: 720-344-6847  
E-mail address: [bridget@stmarkhighlandsranch.org](mailto:bridget@stmarkhighlandsranch.org)