



Saint Thomas More Catholic Church

1200 N Indiana ST
Mooreville, IN 46158

Fundraising Policy and Process

<p>Effective Date</p>	<p>This Fundraising Policy and Process is effective as of midnight on January 1, 2017. This policy will remain in effect until it is ammended or rescinded by the Stewardship Commission and/or the Pastor.</p>
<p>Policy Scope</p>	<p>The Stewardship Commision under the direction of the Pastor is the sole authority for the approval of any and all fundraising activities conducted at Saint Thomas More (STM).</p> <p>From time to time various ministries or people have the desire to raise funds for their mission or the parish in general. It is important that any such fundraising activity regardless of how small or how large be coordinated and conducted with overall parish stewardship goals, strategies, and schedules.</p> <p>Therefore, any fundraising effort “must” receive prior approval from the Stewardship Commission using the process and form described in this document.</p> <p>At the conclusion of any campaign, the ministry, committee, or person must complete a Fundraising Results Report; and, submit it to the Pastor who will provide a copy for the Stewardship Commission.</p>
<p>Process</p>	<ol style="list-style-type: none"> 1. The ministry, committee, or person requesting approval must complete a Fundraising Preapproval Request form a minimum one month prior to the start of the requested fundraising activity. However, to allow adequate time for the request to be processed in time for the campaign to occur, it is suggested that the completed form be submitted as early as possible. 2. The completed paper form should be submitted to the Chairperson of the Stewardship Commission. Please not the there is an online version of the form available on the website. Click on Forms&Docs located in the Popular Links bar on the Home page. Then click on the Online Fundraising Request Form link. Complete the form and submit. The form will be routed to the appropriate person. 3. The Chairperson of the Stewardship Commission will forward a copy to each member of the Stewardship Commission with a note that the item will be on the agenda for the next meeting.. 4. The Stewardship Commission will determine if the fundraising request is approved or rejected; and, if approved, will document the dates that the activity may take place. 5. The Secretary of the Stewardship Commission will document the Commission’s decision on the Fundraising Preapproval Request Form as well as reflect the action in the minutes of the meeting. 6. The Secretary or another Commission Officer will sign the completed Fundraising Preapproval Request Form. The Pastor may at his discretion approve or reject any fundraising request without consulting the Stewardship Commission at his discretion. 7. At the conclusion of any campaign, the ministry, committee, or person must complete a Fundraising Results Report; and, submit it to the Chairperson of the Stewardship Commission who will place the item on the agenda for the next meeting.. 8. The Secretary of the Stewardship Commission will update the Fundraising Calendar; and, distribute it to Commission, Ministry, and Committee Chairs and the Parish Office.



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Fundraising Preapproval Request Form

Current Date: _____

Committee/Group/Person : _____

Contact Person: _____

Phone #: _____

Email: _____

Fundraising Target \$ _____ Requesting Starting Date: _____ Ending Date: _____

Description of Fundraisng Program

*****Stewardship Committee Review**

Approved: Yes _____ No _____

Authorized Dates For program: _____

Comments

Authorization _____ Date _____



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Fundraising Results Report

Current Date: _____

Committee/Group/Person : _____

Contact Person: _____

Phone #: _____

Email: _____

Fundraising Target \$ _____ Fundraising Actual Results \$ _____

Dates Program was conducted: _____

Summary of Fundraisng Program (How did it go? Were their any learnings that can be applied to future campaigns?
What went right? What went wrong?)