



## Saint Thomas More Catholic Church

1200 N Indiana ST  
Mooresville, IN 46158

### Fundraising Policy and Process

<b>Effective Date</b>	This Fundraising Policy and Process is effective as of midnight on January 1, 2017. This policy and process was revised June 15, 2021 and replaces previous versions. This policy will remain in effect until it is amended or rescinded by the Pastor
<b>Policy Scope</b>	<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>Fundraising is under the direction of the Pastor who is the sole authority for the approval of any and all fundraising activities conducted at Saint Thomas More (STM). Therefore, any fundraising effort “<b>must</b>” receive prior approval from the Pastor using the process and form described in this document.</p> <p><b>This process is critical</b> because fundraising can fall under <u>Indiana State Sales Tax regulations</u> and create a tax liability for the parish. For example, the parish may only conduct sales for a total of 30 days per year. If the parish exceeds 30 days, then any and all current and prior sales for the year require that the parish remit sales tax to the state. For example, the STM Garage Sale runs Thursday, Friday, Saturday, and Sunday which counts as four of the thirty days.</p> <p>Therefore, it is critical that fundraisers be identified and scheduled well in advance so that you do not find out that it is not approved.</p> <p>At the conclusion of any campaign, the ministry, committee, or person responsible must complete a Fundraising Results Report; and, submit it to the Parish Secretary who will provide a copy for the Pastor and Finance Committee.</p>
<b>Process</b>	<ol style="list-style-type: none"> <li>1. The ministry, committee, or person requesting approval must complete a <i>Fundraising Preapproval Request Form</i> a minimum of two months 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.</li> <li>2. The completed paper form should be submitted to the Parish Secretary. Please note that there is an online version of the form available on the website. Click on Forms&amp;Docs located in the Popular Links bar on the Home page. Then click on the Online <i>Fundraising Request Form</i> link. Complete the form and submit. The online form will be routed to the Parish Secretary who will provide a copy to the Pastor for his signature.</li> <li>3. The Pastor will determine if the fundraising request is approved or rejected by signing the form.</li> <li>4. The Parish Secretary will document the dates that the activity may take place and provide a signed copy of the document to the requestor and the Finance Committee.</li> <li>5. The Parish Secretary will update the Parish Calendar on the website.</li> <li>6. At the conclusion of any campaign, the ministry, committee, or person leading the campaign must complete a Fundraising Results Report; and, submit it to the Parish Secretary who will review the document and file it for future reference..</li> </ol>



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**Fundraising Preapproval Request Form**

Current Date: \_\_\_\_\_

Committee/Group/Person : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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

Number of days counted as Sales Days for Sales Tax purposes. (You should contact the Parish Secretary to determine/verify this number.) \_\_\_\_\_

Description of Fundraising Program

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**Pastor 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: \_\_\_\_\_

Actual number of days counted as Sales Days for Sales Tax purposes: \_\_\_\_\_

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