

St. Vincent de Paul Church

1416 W. Poplar Street, Rogers, AR 72758 (479) 636-4020

Fundraising - Special Collection Request

Objective: Finance and Administration Commission's role is to monitor, and schedule all fundraising events at St. Vincent de Paul Church & Campus.

- ◆ Only church sponsored groups are eligible to do fundraisers.
- ◆ Written approval, for any on campus fundraiser, must be obtained from the Finance & Administration Commission at least two months prior to fundraiser requested date. The proper paperwork must be filled out and submitted to the Finance & the HR Coordinator at the church office.
- ◆ The parish will only schedule one weekend of selling per month in addition to the already scheduled Diocesan/National special collections.
- ◆ No fundraisers will be held on holidays or holy days (Christmas, Easter, Palm Sunday, Memorial Day weekend, Labor Day weekend, and 4th of July if it falls on a weekend just to name a few)
- ◆ **No church sponsored group is eligible for more than one fundraiser in the gathering space during the Eucharistic Celebrations per calendar year (January – December).**
- ◆ Groups may promote their fundraiser via posters in the gathering space only two weeks prior to the fundraiser or fundraiser push.
- ◆ Weekend Fundraisers may only take place AFTER EVERY Mass that weekend. NO fundraising may be done before or during Mass.
- ◆ Exceptions due to unforeseen circumstances may be granted by the Finance & Administration Commission.
- ◆ For Parish benefit events, all receipts and monies must be submitted to the Finance & HR Coord. at the church within 48hrs for proper accounting procedures, reimbursements, and deposits.
- ◆ We invite all fundraising groups to tithe back to the parish.
- ◆ Raffles **MUST** follow all church policy guidelines and state laws or risk being prohibited from future raffles.

Approved by Council of Ministries: 9/20/05 Revised: 05/28/10

Date of Request:

Responsible Person:

Date of Event:

Requesting Group Name:

Location of Fundraiser:

Purpose of Fundraiser (elaborate):

Who & How many will benefit (be specific):

Items to be sold (be specific):

Which weekend do you propose to sell tickets / merchandise following the Masses?

Does this fundraiser include a raffle? Yes No Purpose:

Responsible Person's Phone #s:

/

E-mail:

Please include this information so we can respond to your request)

Additional Comments:

Finance & HR Coordinator Use Only!

Date request received

Commission Notified

Schedule date on F&A agenda

F&A Approval

Responsible Person Contacted

Info forwarded to Scheduler/Communications