

ST. HUBERT CATHOLIC COMMUNITY

FUNDRAISING POLICY

Fundraisers are an important part of active church life, providing opportunities for members to strengthen their commitment and contribution to the Church as well as providing funds for the Church and special projects.

Fundraising activities that are sponsored by the Church must be reviewed and approved in order to avoid overburdening the parishioners with requests for money and other items and to ensure that the resources of the Church are focused on the highest priority. A fundraiser is “sponsored” by the Church when:

1. The proceeds are given to the Church’s general operating fund or to a special restricted fund; or
2. Church facilities or resources are used to host the event (including having tables or collection boxes available during the liturgies; or
3. A “second basket collection” is made during a Church service; or
4. The proceeds are “passed through” the Church’s general operating fund; or
5. The fundraising appeal is made through an official Church publication, such as the weekly bulletin.

If Church facilities are used or rented by an outside group raising funds for itself, the event is by definition not church sponsored, however the Building Use Policy will apply. In addition, activities that include a request for contributions to cover the expenses associated with the group’s activity will be considered a fundraising event and must be approved.

If you have any question whether the fundraising event is considered sponsored by the Church, please contact the Facility Scheduler.

General Policies

To ensure that the timing and logistical arrangements of fundraisers are appropriately coordinated with other scheduled activities and that all fundraisers are in keeping with the ideals and principles of the Church, all Church sponsored fundraising must be approved by the Parish Leadership Team. Requests should be directed to the Facility Scheduler who will forward the requests to the Parish Leadership Team for approval. The Facility Scheduler will also maintain a calendar of fundraising activities. Requests must be made at a minimum 30 days in advance although exceptions can be made for emergency fundraising.

School fundraising is generally exempt from this process except where the school, or a group sponsored by the school plans to present a fundraising project to parishioners during weekend liturgies.

Among the factors to be considered when reviewing a request for fundraising are:

1. The nature of the fundraising event and its intended beneficiary;
2. The amount of the expected proceeds;
3. Whether there will be a congregation-wide direct solicitation;
4. Whether the activity will take place over more than one Sunday (you may be limited to the number of weekends);
5. The extent to which Church resources will be required by the fundraiser;
6. Whether the group organizing the activity has already conducted a fundraising activity during the past three to six months and
7. Whether there is already a fundraising event or project scheduled for the same date/weekend.