



# Parish Organization Fund Raising Approval Form

## Catholic Church of Saint Monica

St. Monica's understands the needs that parish organizations have of raising funds to cover operating expenses, fulfill specific organizational goals, and continue their work in support our parish/local community and beyond. In order to help organizations meet these needs most effectively (and without over-burdening parishioners, facilities, etc.), St. Monica's has developed an approval process for those seeking to have St. Monica's host, promote, facilitate and support their fundraising efforts. Please fill out the form below to help us discern if we can support you with your upcoming fundraising effort. The information you provide will help us better understand your organization's needs and goals as well as give us ideas as to how we might support you in the future. Thank you for your cooperation!

**Organization Name:**

**Primary Contact Name:**  **Phone:**

**E-mail:**

**Desired Fundraising Date(s)**

How many fundraisers do you anticipate having this calendar year? (Note: St. Monica's reserves the right to limit fundraisers taking place on site) Qty \_\_\_\_\_

Will any of these anticipated fundraisers take place offsite (that is to say, that will not involve St. Monica's facilities, personnel, oversight, permissions, etc.)?  Yes  No

If yes, how many? Qty \_\_\_\_\_

Will any specifically target any members of our parish community?  Yes  No

Which ones? \_\_\_\_\_

[Why are we asking this?](#)

**Collector / Handler of Incoming Funds:**  **Phone:**

**Collector / Handler Email Address:**

**How will the funds be used?**

**Describe Method of Fundraising:**  
(Selling product, donation, raffle, event, auction, etc.)

**Event Location:**

**Expected amount of funds raised:** \$

**Expected startup costs:** \$

**Will 'start-up' costs be offset by private donations/sponsors/other organizations/etc.) If so, how much is anticipated through those means?**  Yes  No \$

## **ADDITIONAL QUESTIONS**

Are you an individual missionary within a larger organization? ([What does this mean?](#))

Yes  No

If so, have you reviewed the lay faithful charity policies? ([View Policy](#))

Yes  No

Have you been trained as to how to receive, process, and deposit funds raised?

Yes  No

If so, by what website/link do you plan to make this purchase portal available? (We prefer WeShare and mobile credit card usage)

Website: \_\_\_\_\_

Is the fundraiser a part of your strategic plan (to raise funds for projected annual expenses)?

Yes  No

Do you anticipate any facility/resource needs that would need to be supplied by the parish (e.g. rooms, tables, lawn space, kitchen use, tents, signage, etc.)? If yes, [this form](#) is also required.

Yes  No

If so, please provide a list of those items (with sufficient detail) in the space below:

How/when do you anticipate advertising this (select all that apply from the following list):

- |  |   |
|--|---|
| <input type="checkbox"/> Pulpit announcement ___ / ___ / ___     | <input type="checkbox"/> Current Events Flier ___ / ___ / ___   |
| <input type="checkbox"/> Pulpit Pitch ___ / ___ / ___            | <input type="checkbox"/> Parish Website ___ / ___ / ___         |
| <input type="checkbox"/> Bulletin Article ___ / ___ / ___        | <input type="checkbox"/> Social Media ___ / ___ / ___           |
| <input type="checkbox"/> Bulletin Insert / Flier ___ / ___ / ___ | <input type="checkbox"/> Archdiocesan Newspaper ___ / ___ / ___ |
| <input type="checkbox"/> Constant Contact ___ / ___ / ___        | (Make Request for newspaper <a href="#">here</a> )              |
| <input type="checkbox"/> Ablaze Radio ___ / ___ / ___            |   |

Have you explored the possibility of fundraising by means of Parish Family Ablaze? *Note: This would not only offer you a means of raising funds but it would extend to your organization the following benefits: "air-time" on Ablaze Radio, exposure through P.F.A.'s Constant Contact/Social Media/Fliers (if possible) and visibility before a large number of parishioners during the specific Sunday of P.F.A. you would host.*

Yes  No

Would you like to speak to an Ablaze representative about setting a date for this?

Yes  No

*Please allow 30 days for processing your request. Approvals are not guaranteed and responses will be submitted in the order received.*