

St. Maximilian Kolbe Parish
Liberty Township, Ohio
Fundraising and Charitable Events/Collections Policy and Procedures

Purpose: This document is intended to communicate the policies and procedures for St. Maximilian Kolbe Parish ministries and organizations to follow when planning a fundraising or charitable event or collection.

I. Guiding Principle

- A. Any event planned according to this policy should be done so with the parish mission statement in mind.
- B. **Mission Statement: Saint Maximilian Kolbe Parish is a Roman Catholic Christian community which unselfishly ministers to all people through hospitality, prayer, formation, and service. Eucharist centered and led by the Holy Spirit we strive to be grateful stewards of all God's gifts.**

II. Defined Events

- A. **Fundraising Event**: An event for which all proceeds in excess of operating costs are intended for the sole use of the identified group hosting the event.
 - i. A *Fundraising and Charitable Events/Collection Request* form is required.
 - ii. Pastoral Council will make its recommendation to the Pastor.
 - iii. The Pastor or his designee will make the final determination.
- B. **Charitable Event/Collection**: An event for which all proceeds in excess of operating costs or all items collected will be donated to a charitable organization.
 - i. A *Fundraising and Charitable Events/Collection Request* form is required.
 - ii. Pastoral Council recommendation is NOT required.
 - iii. The Pastor or his designee will make the final determination.

III. Policies and Procedures

- A. **Fundraising and Charitable Events/Collection Request Form**:
 - i. A completed form must be submitted to the facility scheduler who will forward the request to the business manager and the pastoral associate of outreach. In the case of a Fundraising Event, the business manager will present the request to Pastoral Council as required by the Archdiocese of Cincinnati's Temporal Affairs document.
 - ii. Any *Fundraising Event Request* should be submitted no less than 45 days prior to the proposed event to allow ample time for staff and Pastoral Council to review and approve.
- B. **Facility Availability**: All requests will be determined according to the availability of the requested campus space(s) and in the following priority:
 - iv. Liturgical needs
 - v. Staff, Pastoral Council, Finance Council, and Commissions
 - vi. St. Max ministries and organizations
 - vii. Other groups*

C. Other Guidelines

- i. Each ministry or other approved group is allowed one (1) Fundraising Event per calendar year.
- ii. No event that benefits an individual or family, even due to severe hardship, or that benefits a parishioner's personal charity or mission activity, will be approved, except with the expressed permission of the Pastor.
- iii. Absolutely no outside organizations or non-parishioner requests will be considered without the expressed permission of the Pastor.
- iv. Charitable Events/Collections must be intended to benefit IRS-designated 501(c)(3) charitable organizations whose mission, vision, and values coincide with, and in no way conflict with, those of the teachings of the Roman Catholic Church.
 1. No charity may be the recipient of donations from a St. Max group until that charity has been vetted by the Outreach Allocation Committee, Pastoral Associate for Outreach, or the Pastor.
 2. Charities which have already been vetted should occasionally be re-vetted at the discretion of the Outreach Allocation Committee, Pastoral Associate for Outreach, or the Pastor.
 3. No organization may advertise that funds from a Charitable Event/Collection are to be designated for a particular charity until receiving official notice that the event/collection is approved.
 4. St. Max Parish requires proof of fund distribution to the intended charity after the event.
- v. There is no limit to the number of Charitable Events/Collections a ministry may hold in a calendar year, subject to approval and space availability.
- vi. Requests from multiple groups associated with the same parent organization will be reviewed as requests from separate organizations, and not subject to the limit of one (1) Fundraising Event per calendar year per organization.

D. Determinations:

- i. After Pastoral Council recommendation is made, a final determination is made by the Pastor or his designee.
- ii. Once a determination is made, the group will be notified by the business manager.
- viii. Once approved and scheduled, no Fundraising or Charitable Event/Collection will be cancelled in favor of another Fundraising or Charitable Event/Collection request.