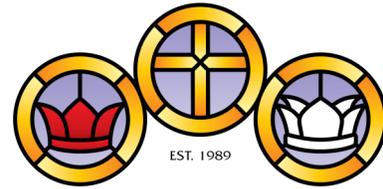


# Fundraising and Charitable Events/Collection Request



Saint Maximilian Kolbe  
Catholic Church

- Fundraising:** an event for which all proceeds in excess of operating costs are intended for the sole use of the identified group hosting the event
- Charitable Collection:** an event for which all proceeds in excess of operating costs or all items collected will be donated to a charitable organization.

St. Max Ministry/Organization: \_\_\_\_\_

Proceeds Benefitting: \_\_\_\_\_

Website of Charity: \_\_\_\_\_

Description of Fundraising/Collection: \_\_\_\_\_

Date(s) of fundraiser/collection    Start Date: \_\_\_\_\_    End Date: \_\_\_\_\_

Times: \_\_\_\_\_ to \_\_\_\_\_

Ministry Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Needs:    \_\_\_\_ Gathering Space Table    \_\_\_\_ Collection Bin    \_\_\_\_ Square

*Please read the "Fundraising and Charitable Events/Collections Policy and Procedures" for complete rules.*

Office Use Only

\_\_\_\_\_ Date submitted

\_\_\_\_\_ Business Manager

\_\_\_\_\_ Pastoral Associate for Outreach

\_\_\_\_\_ Pastoral Council Review (if needed)

\_\_\_\_\_ Outreach Allocation Review (if needed)

\_\_\_\_\_ Approved/Notification sent

\_\_\_\_\_ Not Approved/Notification sent

\_\_\_\_\_ Collection Bin Scheduled

Does your ministry need help with promotion of their fundraiser/collection?

The Communications office can help!

- *Bulletin Ads*
- *Witness at Mass*
- *Facebook*
- *St. Max Website*
- *Online Event Registration*
- *Lector Announcement*

Contact Sarah at 777-4322 x121 or email her at [smerkel@saint-max.org](mailto:smerkel@saint-max.org)