

ST. ROSE OF LIMA
FUNDRAISER EVENT NOTIFICATION FORM

This form must be submitted to the Parish Office at least 4 weeks prior to the event.

DATE: _____ ORGANIZATION NAME: _____

Head of Organization (Name and Signature) _____

Title of Fundraiser/Activity: _____

Name of Person Completing Form: _____

Event Chairperson(s) name, phone, email: _____

DATE and TIME of Fundraiser: _____

Include rooms requested and dates of use to be reserved in the Parish Event Calendar. Include dates and times, if required, for set up and tear down:

** NOTE: If the Parish Center kitchen will be used, please complete and submit a **Kitchen Form**.*

DESCRIBE THE EVENT in as much detail as possible: (location, music, alcohol use, games of chance, food, etc.) and who is included (families, children, adults only, Parish community, etc.)

Anticipated number of guests: _____ Projected Profit _____

To be deposited in:

- Parish account
- CYO account
- Other Organization account _____

PASTOR USE ONLY

Date Approved _____ Signature _____

Comments:

ST. ROSE OF LIMA
Directions for Completing the
FUNDRAISER EVENT NOTIFICATION FORM

Steps for receiving authorization for approval of a fundraising event.

Only a group or committee under the auspices of St. Rose of Lima Parish can have a Fundraiser which uses the parish name and/or the parish facilities or grounds. Multiple dates for an event (e.g. dances) can be submitted using one form with all the dates and information specified.

- If CYO sponsors the event, the form must be signed by head of CYO and submitted to the Pastor.
- If Mater Dei Catholic School Home & School Association sponsors the event, the Mater Dei Home & School Association President will sign and submit the form to the Pastor. A copy of the form must also be sent to the Principal of the school.
- If this is a separate Mater Dei Catholic School fundraising event, the Principal of the school will sign the form and submit it to the Pastor.
- If this will be a CCD/PREP event, a copy of the form must be signed by the Director of Religious Education and submitted to the Pastor.
- For any other group or parish organization wishing to have a fundraiser, the form must be signed by the Head of that group and submitted to the Pastor.

Requirements for Fundraiser Events

For any Fundraiser held on Parish property or using the Parish name, financial information and record keeping must be maintained to ensure adequate controls of funds, receipts, and an expense approval process. Additionally, the group needs to:

- Complete and compile a list on Excel of possible donors and supporters including: Name, business name (if applicable), address, phone, and e-mail.
- Keep an updated contact list of all donors and supporters and all businesses and individuals approached.
- Keep and record documentation of all expenses incurred regardless of whether they were donated. Record and document both gross and net revenue earnings.

For those groups who normally maintain a checking account, e.g. CYO, they will need to submit an annual income statement and balance sheet of the year's activities. This should be submitted as of June 30, and it must be received by the Pastor on or before July 15. For those groups that do not have individual checking accounts, or do not ordinarily run Fundraisers, they should submit detailed financial reports to the parish within 30 days of the end of such event.