

## OUR LADY OF GUADALUPE FUNDING GUIDELINES

### Overview

One of the signs of an active and growing parish is the number of activities that happen at the parish on a regular basis. Our Lady of Guadalupe is just such a parish. Because we have so many parish fundraising events, we have implemented a procedure of requesting those events in writing. For any fundraising event, the attached request form must be completed and submitted to the Parish Business Manager (see email address on form below) at least 60 days prior to the requested event date. All requests will be reviewed by the Finance Council against a master calendar of currently approved events. In addition, please review the parish fundraising guidelines defined below. If you have any questions, regarding the form or the procedures, please contact the parish office.

### Guidelines

1. All fundraising events are to be conducted for the benefit of Our Lady of Guadalupe Church, its ministries, clubs or causes approved by the church. A church ministry or club must sponsor all fundraising activities. Fundraising should not be done to benefit non-sponsored organizations or for-profit entities. These guidelines cover fundraising events on or off church premises.
2. All fundraising activities are to be approved by the Finance Committee, recommended to the Pastor and placed on the parish calendar. It is understood that some fundraisers won't be anticipated at the time of the Monthly Finance Committee meeting, and the Committee Chair or the Pastor can, at their discretion, entertain fundraising ideas at any time.
3. In general, fundraisers should be:
  - a. Short in duration, with solicitation not lasting more than two Sundays.
  - b. Limited to 2 fundraisings events per year per organization
  - c. Each fundraising event will remit 10% of their gross proceeds to the Parish general fund as a Stewardship Contribution.
  - d. Solicitation time does not include the delivery of items sold or goods received.
  - e. The Pastoral Council upon the recommendation of the Finance Council should specifically approve exceptions to the fundraising guidelines.
  - f. The following fundraising is exempted from these guidelines: Jamaica
  - g. Exceptions to these guidelines are the annual stewardship program of time, talent and treasure and all parish capital campaigns. They will be conducted at the discretion of the Pastor and at a time specified by him.
  - h. Any group needing space should check with appropriate parties (see request form) to ensure that no conflicts for the space exist prior to submitting the form.

**OUR LADY OF GUADALUPE CHURCH**

**SPACE USE AND FUNDRAISING REQUEST FORM**  
*For submission to Finance Council 60 Days in Advance of Event*  
*By Email to: natalie@olgaustin.org*

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**ORGANIZATION:**

Name of Group Submitting This Request: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

**EVENT DETAILS:**

Purpose and Benefit Derived from This Event:

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Describe the following:

Type of Event or Solicitation (such as Bake Sale, Selling Raffle Tickets, other):

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**SPACE**

Where is Space Need? Please check with Parish Office to insure availability prior to submitting request.

Date and Time of Clean Up:

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**SIGNATURES**

Signature of Responsible Leader

By signing this request, the leader commits to conducting an event in a manner respectful of worship, parishioners, and staff members, and promises a timely return of the designated space and equipment to a clean and orderly state. Fundraising activities are limited to two weekends. See Parish Guidelines Guidelines.

**APPROVAL:** \_\_\_\_\_

**Pastor or Designee**

\_\_\_\_\_  
**Finance Council**

**Exemptions Only:** \_\_\_\_\_

**Pastoral Council**