

**OUR LADY OF CONSOLATION
ROCKFORD, MICHIGAN
FUNDRAISING AND SOLICITATION
POLICY AND PROCEDURES**

OBJECTIVE

At Our Lady of Consolation (OLC) “*we actively invite people to a deeper relationship with Christ Jesus through the Eucharistic celebration*” and we constantly strive to “*be a Christ-centered Catholic community that welcomes, serves and guides people to a life of holiness*” as stated in our Mission and Vision Statements.

Consistent with our vision and mission as a church, fundraising and solicitation activities at OLC should seek primarily to foster caring and concern in our church, community and beyond. Our goal is for the Lord to strengthen and direct each and every one to a greater personal growth in Him and His community.

Fundraising or solicitations should never overshadow the practice of stewardship. This document serves as a practical guideline for solicitation at OLC to allow us to take advantage of fund raising or solicitation opportunities in a way that ensures that parishioners and guests do not feel pressured by requests for services, goods, or financial contributions; protects our tax-exempt status; and upholds the vision, mission and values of OLC Parish.

QUALIFICATION

Solicitation is defined as a petition from an individual, group or organization for services, goods or financial contribution. It also includes solicitations of food, clothing or other items for charities sponsored by OLC. Fundraisers are defined as those activities that raise money for the church, its ministries, clubs or causes sponsored by the church. Requests for special envelopes in the pews or mailed envelope packages are included in this policy.

Exceptions are the annual stewardship program of time, talent and treasure, all parish capital campaigns, and special offerings or collections designated by the Diocese. These will be conducted at the discretion of the Pastor and at a time specified by him.

FUNDRAISING/SOLICITATION POLICY

This policy applies to all departments, committees or ministries of Our Lady of Consolation Parish wishing to conduct solicitation or fundraising activities to support community or other charitable organizations.

Exception: school and faith formation projects conducted solely for individual classrooms which do not make an appeal to the parish at large.

- The solicitation or fundraising activity must not overshadow the primary source of gifts, the Sunday collection, or any Parish capital campaigns.
- All solicitations and fund raising activities are to be conducted for the benefit of Our Lady of Consolation, its ministries, clubs or causes supported by the Parish.

- All charitable, nonprofit or religious organizations not affiliated with OLC must submit an application for solicitation as well as parish ministries and organizations;.
- Fundraising or solicitations for the benefit of for-profit entities are not allowed.
- All fund raising activities or solicitations are to be submitted to the Stewardship Council, at least two months in advance. **Exceptions:** If immediate assistance is required (disaster relief, emergency care to individuals or families in need) the Pastor may approve such fundraising efforts without the consultation of the Stewardship Council.
- Fundraising and solicitation activities should be done so that there is no appearance of partiality or favoritism to a particular ministry, club, business or individual.
- Each group is limited to one fundraiser at a time, and no more than 2 per year, unless otherwise approved by the Stewardship Council with the Pastor.
- In general, fundraisers and solicitations should be short in duration.
- Ongoing fundraisers, such as Scrip Program, Cougar 52, Hearts and Holly Bazaar and OLCEF fundraiser, will follow the fundraising approval process and will need to seek renewal on an annual basis.
- Fundraisers and solicitations approved in the past are subject to annual review and approval.
- Using the OLC directory or other Parish rosters for non-OLC fundraising solicitations is prohibited.
- No fundraising activities (exchange of money) may be conducted within the church proper, the chapel, or the commons of the church.
- Solicitations of time and talent may be conducted within the commons of the church.

FUNDRAISING APPROVAL PROCEDURES

- **Contact the Parish Office** - At least two months in advance of the event, check with the office for conflicts on the church calendar and building use.
- **Submit a Solicitation/Fundraiser Request Form Application** to the parish office at least two months in advance of the event so that it may be added to the Stewardship Council agenda for approval. Parish office will ensure that the proper staff member is aware of the request. The designated staff member will review and submit the request to the Stewardship Council.
- **Pastor & Stewardship Council** – All fund-raising requests are reviewed and approved/denied as part of the monthly meeting on the second Thursday of the month.

The Stewardship Council may defer any request for immediate or emergency care to the Pastor for discussion of fit, scope, scale, timing, etc. In determining the approval, the Stewardship Council will rely on the following guidelines:

- **Does the fundraiser benefit the mission of the Parish?**
- **Is the timing of the fundraiser appropriate (i.e. not in conflict with other fundraisers, including the annual stewardship campaign)?**
- **Is there a way the ministry, department or organization can operate within its budget without the fundraiser?**
- **Has the ministry, department or organization explored other sources of support?**

- **Publicize your Fundraising Project** - Solicitations that have been approved may be listed in the bulletin, website and/or Parish newsletter. The parish staff member responsible for the project will provide support by ensuring that procedures for submitting items for publication are followed.
- **Pastor/Administrator has final approving authority.**

FUNDRAISING ACCOUNTING PROCEDURES

1. All money received from a fundraiser that directly benefits OLC must be submitted to the Parish office for processing and shall flow through an established church account.
2. If online giving channels are used, the sponsoring group should make every effort to identify the source as OLC.
3. All money collected will be handled under the following directive:
4. Two individuals will work together to collect, account for and secure donations.
5. All expenses must be supported with receipts.
6. OLC is exempt from Michigan sales tax. Tax exempt forms are available in the Parish office and should be used when incurring any expense.
7. All requests for expense reimbursement must be submitted through the appropriate Parish staff member, using the appropriate form. Copies of all receipts must be submitted with the request.
8. Expenses must not be reimbursed from the cash proceeds of the fundraiser. All money received and all expenses must be processed through the church account.
9. The Chairperson of the fundraising event is expected to submit an accounting worksheet to the Parish office.
10. Any excess funds that are raised will be retained by the ministry or church for stated or similar ministries.

Through our love for God we are called to care for the needs of others. By working together we can continue to encourage meeting the spiritual and physical needs of all our Brothers and Sisters in our Parish, our Community and our World.

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