

Visitation of Our Lady School/Parish Fundraising Guidelines

- Fundraising is defined as any effort to raise money, collect goods (donations), or sell products on behalf of Visitation school, church or any ministries associated with the church parish.
- All fundraisers must reflect the mission, vision, and values of Visitation of Our Lady Catholic School and Church Parish.
- All fundraisers, no matter how small, must be approved by the committee.
- Any ministry seeking to have a fundraiser should submit a *Request for Fundraiser Application* to the committee for approval **at least 6 months prior** to the event but not more than one year before the anticipated date. Applications can be mailed or dropped off to the school office. Office hours are 7:30 – 4:00 M-F during the school year. Please call the school office (347-3377) for summer hours. A faxed copy cannot be accepted. Applications will be reviewed and written notification will be given to the ministry regarding the approval of the fundraiser.
- The priority for scheduling fundraising events and activities will be:
 - Church/School
 - Other Parish Ministries
 - Local Community
- If an unforeseen emergency arises, the pastor has the authority to approve a fundraiser and waive the required 6 month planning period.
- Written approval must be obtained prior to making commitments with vendors or proceeding with organizational plans.
- Contracts for bands must be signed by the pastor. Individuals or heads of ministries do not have the authority to sign contracts.
- All Archdiocesan guidelines for the handling of money must be followed by each ministry sponsoring a fundraiser.
- If the fundraiser requires the use of any campus facility, you will need to make the necessary arrangements to reserve that particular site once the fundraiser is approved.
- Clean-up/tear-down is an essential part of any fundraiser if the use of parish/school facilities is being utilized. Please factor this in to your plans when organizing your event. Because our facilities are used for so many events, all clean-up/tear-down must take place immediately following the event. Clean-up and tear-down is the responsibility of the ministry sponsoring the event not the school or church maintenance department.
- Depending on the type of fundraiser/event planned, your ministry may be required to obtain outside security, permits and/or special event insurance.
- If sponsorships/donations are being sought, a list of possible sponsors/donors must be listed on the fundraiser application.
- A recap sheet detailing the success of the fundraiser (including income and expenses) must be submitted within 30 days following the fundraiser.
- Request for Fundraiser Applications must be submitted to the school office.
- Failure to comply with any of these guidelines may jeopardize approval of the fundraiser.

Visitation of Our Lady School/Parish Request for Fundraiser Application

This form must be completed and approval granted prior to commitments made with vendors or proceeding with final plans. Once the fundraiser is approved written notification will be sent to the ministry and the fundraiser will be placed on the parish's master calendar.

Name of Ministry: _____

Name of contact person: _____ Email: _____

Home phone: _____ Cell phone: _____

Email address: _____

Name of fundraising event: _____ Time: _____

Requested Date(s): 1st choice: _____ 2nd Choice: _____

Anticipated profit: _____

Description of fundraiser: (include what will be sold, who is the targeted group, and how will the proceeds be spent)

How will the fundraiser be advertised?

- | | |
|-------------------------------------|---------------------------------------|
| _____ Newspaper | _____ Fence Signs |
| _____ Clarion Herald | _____ Church Bulletin |
| _____ School's Sign on Barataria | _____ Church's Sign on Ames |
| _____ School Phone Messaging System | _____ Parish's Phone Messaging System |
| _____ Other _____ | |

Will another ministry be assisting your group with this fundraiser? Yes No

If yes, explain: _____

What parish/school facilities will be used for this fundraising event? Once the fundraiser is approved, you will need to make the necessary arrangements to reserve the needed facility/facilities.

Will the services of the parish facilities manager be required for the event? Yes No

If yes, explain: _____

Attach a list of all sponsors/donors that will be solicited for contributions for this fundraiser?

Office Use Only

Approved

Signature

Not Approved

Date