



Ascension Fundraising

One of the signs of an active parish is the number of fundraising activities that happen on a regular basis. While these activities are conducted with the best intentions, there is a growing concern that families are asked to make contributions too frequently. Often these projects are in conflict with each other and impact the amount of money or goods collected. In an effort to address growing concerns, the Ascension Parish Council has established a Fundraising Committee to administer the Fundraising Policy.

Prior to scheduling and publicizing any fundraising event, approval for the event must be obtained from the Fundraising Committee. A Fundraising Request Form must be completed and submitted to the Fundraising Committee through the parish office at least 60 days prior to the start date of the fundraiser. All requests will be reviewed by the Fundraising Committee.

This policy has been established:

- + to assist each area of ministry (parish, school, athletics, scouting, clubs, organizations, etc.) in making its fundraising event as successful as possible
- + to encourage long term fiscal planning by all parish ministries
- + to promote an organized fundraising environment
- + to coordinate fundraising events with the Liturgical Year

POLICY

1. All fundraising activities are to be sponsored by and conducted for the benefit of Ascension Parish ministries. Fundraising should not be done to benefit non-sponsored organizations or for-profit entities.
2. All fundraising activities are to be approved by the Fundraising Committee. Each Request Form should be submitted prior to the June scheduling meeting. Subsequent requests will be accommodated as time and space allows.
3. In general, fundraisers should be short in duration, with solicitation not lasting more than two Sundays. Solicitation time does not include the delivery of items sold or goods received. Certain on-going fundraisers such as the Scrip program and Kroger cards are exempted.
4. Exceptions to this policy include the annual stewardship program of time, talent and treasure, parish capital campaigns, and the school annual fund drive. They will be conducted at the discretion of Father Gary, the Stewardship Committee, and the School Board.
5. The Knights of Columbus, while not officially attached to Ascension Parish, should conform to this policy by seeking to coordinate and communicate their activities within the Parish community, but be exempted from adhering to item 1 since their activities often reach beyond the local parish.
6. Failure to follow this policy may result in suspension of future fundraising activities for that ministry.

This policy is in effect April 26, 2008.

We are a Roman Catholic parish focused on developing our community through worship, outreach, education and fellowship guided by the teachings of Jesus Christ.

**Ascension Parish
Fund Raising Request Form**

*(Submit form to parish office for review prior to the June scheduling meeting
or at least 60 Days in advance of event)*

Date Submitted: _____ Date(s) of Event: _____ Alternative Date(s): _____

Time & Duration of Event: _____ Specific space requested: _____

MINISTRY

Name of ministry submitting this request: _____

Project Leader: _____ Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____ Email: _____

EVENT DETAILS

Type of event or solicitation: _____

Purpose and benefit derived from the event: _____

FUNDS:

Please explain how funds will be used: _____

Who will be responsible for collecting and accounting for the funds? _____

(Please consult our Business Manager, Theresa Garrett for specific fund handling guidelines)

SIGNATURES

Signature of Responsible Leader: _____

By signing this request, the leader has read and agrees to abide by the Ascension Fundraising Policy,
commits to conduct the event in a manner respectful of worship, parishioners, and staff members
and will leave the designated space and equipment in a clean and orderly state.

APPROVAL: _____
Fundraising Committee Representative

Date Approved