



St. Malachy

CATHOLIC CHURCH & SCHOOL

Fundraising Policy

Definition of Terms

- Within this document, the use of the term Parish shall refer to all church, church ministries, school and school related organizations (including athletic committees) and third-party requests (i.e. Knights of Columbus, Scouts, etc.) that desire to conduct fundraising activities at St Malachy Catholic Church.
- A Parish sponsored fundraiser is defined as:
 - *An event or activity planned for the purpose of soliciting money or items for donation (including but not limited to food, clothing, baby items, furniture, prizes etc.) to benefit the Parish which any parishioner is being requested to support, or publicly solicit funds in the name of St. Malachy Catholic Church.*

Parish Stewardship Philosophy

St Malachy Catholic Parish has defined stewardship as the sharing of time, talent and treasures. While all three are vitally important to maintain a vibrant Parish, the time and talent portion of stewardship should first and foremost be the emphasis for all parishioners. St Malachy is very fortunate to be blessed with many generous and giving parishioners that fund the Parish with their treasures through weekly Sunday envelopes, miscellaneous donations and Lenten almsgiving. With the aforementioned in mind, the general philosophy of St Malachy is all general financial needs for the Parish should be budgeted for through the annual budgeting process which commences in January and is generally completed by May for the ensuing July 1st fiscal year.

If extra ordinary financial needs arise for the Parish, that are above and beyond the budgeting process, then the following fundraising policy should be adhered to for all new and recurring fundraisers on an annual basis.

Fundraising Policy Requirements

1. Before a fundraising application is submitted, the applicant should first determine whether or not the financial need (if applicable) can be obtained through the Parish budget process.
2. The main financial source of funds for St Malachy Church and School are through Sunday envelopes, miscellaneous donations, Lenten almsgiving and tuition. To avoid the potential for dilution of the weekly donated funds, all fundraising events and activities for the Parish will be limited to no more than two weekends (or weeks if applicable) per month. The Finance Council will maintain a calendar of events for fundraising activities and the applicant should consult the calendar (if they have access) or contact the Parish Business Manager or a Finance Council member for available event dates.
3. All fundraising events or activities should promote the fellowship within and directly benefit the St Malachy Catholic Parish Community, and should adhere to Catholic Social Teaching.



St. Malachy

CATHOLIC CHURCH & SCHOOL

4. Successful fundraisers are planned well in advance of the event. To that end, and to coincide with the budgeting and application review process, it is highly recommended that all large dollar goal (\$2,500 or more) or significant item collection fundraising activities be planned for at least 13 months in advance of the anticipated event date. For smaller dollar goals (less than \$2,499) or smaller volume item collection events, it is highly recommended that these events be planned for at least 4 to 6 months in advance.
5. The applicant should determine if there are any conflicts of interest. Any fundraisers that personally benefit an individual or small group of individuals and not the St Malachy Parish Community at large will not be approved.
6. The applicant should try to determine if any group in the Parish is conducting a similar fundraiser and combine these fundraising activities into one event to avoid duplicate fundraisers.
7. To preserve the sanctity of Lent (Saturday and Sunday Mass days), Holy Week, Pentecost, Christmas Week and Holy Days of Obligation, fundraisers during these times will not be approved.
8. Submitted applications for all Parish fundraisers will be reviewed by the Finance Council on a quarterly basis.
9. All Parish fundraising events and activities must be approved **before** any activity to promote or utilize Parish resources or facilities commences. Fundraisers conducted in the past will require annual review and may not be automatically approved. The Finance Council reviews all applications and makes recommendations to the Pastor of St. Malachy for final approval.
10. If the applicant is unsure of any of these policy requirements, the applicant should consult with the Business Manager, the Pastor of St Malachy or a Finance Council member for clarification.
11. The Pastor of St Malachy retains the right to supersede the above policy if he deems it necessary.

Fundraising Application Guidelines

1. An electronic fundraising application form can be obtained through the website:
<https://stmalachy.fellowshiponego.com/external/form/7481c6b2-b9f0-4b69-8acb-55bfce18263b>
2. Complete the fundraising applications:
 - a. 13 months prior for dollar goal over \$2,500 and large volume item collections
 - b. 4 – 6 months prior for dollar goal less than \$2,499 and small volume item collections



St. Malachy

CATHOLIC CHURCH & SCHOOL

3. Be as specific as possible in completion of the application; detail the benefit to the Parish Community, the event or activity timing, the target market (who are you soliciting funds or goods from), the anticipated dollar goal to be raised or volume of items collected, who (individuals, group, committee, etc.) will be conducting the event, Parish resources (facilities) needed for the event, and promotional requirements and timing.
4. To ensure a timely and positive approval process, the applicant should confirm the application adheres to the above stated Fundraising Policy Requirements before submitting the application.
5. Once completed, the application should be submitted online or delivered to the Church Office prior to the Finance Council meetings (the Finance Council meets on the fourth Wednesday of January, February, March, April, May, June, July, August, October, and November).
 - a. **NOTE:** After submission, online applications will be collected and reviewed at the next available Finance Council meeting. Unless clarification on your application is required, please do not expect a response to your application until after the Finance Council meets.
6. The requesting organization's chairperson will then be notified by the Finance Council Fundraising Coordinator of the decision.
7. Upon approval, the application will be forwarded to the coordinator of communication and community development who will work with the applicant to set up any required facility and marketing communication needs.
8. Within 60 days after the completion of the fundraiser, the applicant is required to submit a fundraising summary form (including a financial summary if applicable) of the event. The Finance Council will then review the summary and provide written feedback to the applicant as quickly as possible. The fundraising summary form can be obtained through the website at <https://stmalachy.fellowshiponego.com/external/form/804f1227-8e61-4f2f-b2a0-bf583079ae42>

Updated August 2025