



Divine Mercy Catholic Church

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Fund Raising Request Form

Submit one month prior to event date. ALL CASH & CHECKS MUST BE REMITTED TO PARISH OFFICE

Step 1 (Before Event): Complete this form and submit for PRIOR approval	
Name of Ministry / Club / Organization:	Date Submitted:
Purpose of this fund raising effort:	Proposed Date of Event:
Contact Person:	Contact Phone:
Type of Event: (What are you going to sell?)	Contact Email:
What will you sell? At which Mass? Outside of Mass? (Explain)	
Fundraising proceeds allocated to: <input type="checkbox"/> Ministry / Club / Org <input type="checkbox"/> Parish Building Fund	
How will you pay for what you are selling? <input type="checkbox"/> Donated Goods & Services <input type="checkbox"/> Submit Original Receipts for Reimbursement	
Step 2: Parish Fundraising Committee and Business Manager Review	
<input type="checkbox"/> Parish Fundraising Committee Review and Approval	
<input type="checkbox"/> Parish Business Manager Review and Approval	
<input type="checkbox"/> Parish Staff review date(s) and verify <u>no conflict</u> with other Church or Ministry activities	
Step 3: Pastor Review	
<input type="checkbox"/> Pastor Review and Approval	Date Completed:
<input type="checkbox"/> Event LISTED on Parish Event Calendar	Date Completed:
Step 4 (After Event): Complete this section & turn over funds to Parish Office in 3 days.	
Event completed as planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
We think this was successful	<input type="checkbox"/> Yes <input type="checkbox"/> No
Problems encountered, if any (attach another page if necessary)	
Money collected from this fundraiser	\$
Total Expenses	\$
Net Profit or Loss	\$
If Ministry fundraiser – 10% donation to Parish	\$
For Office Use Only	
Form and Funds Received By:	Date:

Fund Raising Guidelines

These guidelines are established to promote an efficient and uniform approach to soliciting funds from businesses, organizations and people within Divine Mercy Parish.

1. All fund-raising events should be reviewed and approved by the Stewardship Council, Business Manager and Pastor.
2. All fund-raising events – either Parish-wide or Ministry fundraisers - will be planned on a master calendar for upcoming months/years. The Parish Business Manager will maintain the master calendar and coordinate this with the Stewardship Council, Pastor and Parish office staff.
3. Ministry fund-raising events require completion of the attached Fund Raising Request Form, and should be submitted 30 days in advance. Once the event is completed, the Ministry must complete Step 4 of the Form, submit funds to the Parish Office, and identify the 10% donation to the Mortgage Reduction Fund account.
4. Parish-wide fund-raising events require approval and coordination by the Parish Stewardship Council (Fundraising Committee). The budget for any fundraising event will be completed by the Stewardship Council (Fundraising Committee), and provided to the Parish Finance Council prior to any event taking place. The Stewardship Council will assure that the appropriate event describing projected income / expenses Finance Council form is completed and submitted in a timely manner.
5. To avoid duplication of effort, parishioners soliciting donations from businesses or organizations must (a) maintain and submit a list of businesses contacted, (b) the name of person contacted and (c) other contact information. The person soliciting the donation should also describe the outcome of the meeting or solicitation. This should be provided to the Stewardship Council's Fundraising Committee and Parish Business Manager. This should be done prior to soliciting donations.
6. Individuals solicited should reside within the physical boundaries of Divine Mercy Parish to avoid conflicts with other parishes in the Sacramento Diocese. This general guideline does not apply to businesses nor does it prevent friends, neighbors and families outside of Divine Mercy Parish from donating to an event.
7. Donations should be made to the Divine Mercy Parish, not to individuals. The event coordinator should inform the Parish Business Manager of the item, quantity, and purpose of the donation. The event coordinator should also confirm whether a letter of acknowledgement is needed for the donation.
8. A donation acknowledgement letter from the Parish may be requested by notifying the Parish Business Manager and/or the Stewardship Council's Fundraising Committee.