

A POLICY TO ADDRESS FUNDRAISERS AT ST. MATTHEW'S

As a parish, we have a steady stream of requests from various groups/organizations, both sponsored and non-sponsored by the parish, who wish to sell things after Sunday Masses to our parishioners or to conduct fundraisers on parish property. These groups include, but are not limited to:

Boy Scouts	Girl Scouts	Grade School	Guilds	Garden Club
Hayden Organizations (International Club, Tennis Team, etc.)				Youth Ministry
Knights of Columbus	Kansans for Life		Youth sports teams	

In the past, parishioners were repeatedly bombarded as they exited church to buy baked goods, raffle tickets, calendars, other food items, etc.

As a Stewardship community, the ideals would be that we constantly promote full participation in our efforts to have people respond in sharing their time, talent, and financial treasures. This would mean that if we were to fulfill the ideals of stewardship, there would be no need for fundraisers at all. At the very least, we should work to keep fundraisers at a minimum, and all groups who do have fundraisers must remember that they should be practicing stewardship to the parish as well.

In an effort to curb this activity, yet not take away the opportunity for these groups and organizations to raise funds for their various projects and needs, the following policy was adopted by the St. Matthew Pastoral Council, St. Matthew Finance Council and the parish staff .

St. Matthew's Fundraising Parish Policy

1. Any group or organization, whether parish sponsored or not, wishing to conduct a fundraiser of any sort must submit to the Parish Office a written proposal no later than the 15th of the month prior to the month during which they wish to conduct their fundraiser. The proposal must include the name of the group or organization, the type of fundraiser they wish to conduct, the date upon which they would like to conduct the fundraiser, and an explanation of how the funds generated will be used or for what purpose. All requests will be reviewed by the Finance Council at its regular meeting on the 4th Tuesday of each month and a determination whether to approve or not approve the request will be made at that time. The group or organization will be informed of the council's decision.
2. The Finance Council will also decide whether or not item #3 applies.
3. On the third Sunday of every month, the parish will host Donuts & Coffee in the Parish Hall following the Sunday morning Masses. Any group or organization whose request has been approved may at that time be present in the Parish Hall to promote their organization and conduct fundraising, be it a bake sale, drawing, selling tickets, etc. Any selling or soliciting of funds for the purpose of fundraising will take place only at this time, unless specified otherwise.
4. NO "selling" or "soliciting of funds" for the purpose of fundraising will take place in the

church, in the gathering area or outside of church.

5. The parish facilities may not be used for fundraisers for personal gain or profit.
6. For groups/organizations that are not sponsored by St. Matthew Parish (groups/organizations that do not report directly to the parish or who do not fall under the parish tax ID) who have attained approval to conduct a fundraiser at St. Matthew's , the policy regarding the funds raised is as follows:
 - If the fundraiser is for a cause other than for the sponsoring party, and 100% of the net funds raised (after expenses) will go to that outside cause, no tithe to the parish will be requested.
 - If any portion of the funds raised is to remain in the general fund of the group sponsoring the fundraiser, a tithe or donation to the parish of 10% of the amount that is being kept by the sponsoring group is requested in keeping with the tradition of stewardship in our Catholic faith.
7. Only one request per year needs to be submitted for reoccurring, regularly-scheduled events (i.e. monthly breakfast, etc.). Each event however must be listed separately on the request form, showing what the proceeds of each specific event will go towards. In the event that the funds raised will be used for a different purpose other than what was originally stated, the sponsoring organization must file a revised request for that event.
8. Following each fundraiser, the group/organization is asked to present a reporting of what was raised and how it was used to the parish so that information can be shared with our parishioners.

**Exceptions to this policy include Parish sponsored events such as the Annual Dinner/Auction, Valentine Dance, Fall Festival Celebration, and Car Show.*

