

SS. Charles & Helena Catholic Church **Event/Fundraising Guidelines**

The following guidelines were instituted to provide a mechanism for the scheduling and approving of events and fundraisers at SS. Charles & Helena Catholic Church requested by parish members or groups.

Parish Groups: Groups operating within the direct guidance of the Parish.

Standing Events: Events held every year and on the list of Standing Events approved by Pastoral Council.

Parish Resources: Includes facilities, announcements, exposure after Mass, etc.

1. Standing Events do not require approval of the Pastoral Council, but must be submitted to the business manager by **June 1st** for events to occur between **September 1st and August 31st** of the subsequent year.
2. All new fundraising activities conducted by parish groups that utilize parish resources must be submitted to the appropriate parish commission. The commission representative can present the application to the Pastoral Council for approval at least two months in advance of the scheduled event.
3. New fundraising requests shall include the following information:
 - a. Fundraiser name and purpose;
 - b. Dates and times of fundraiser;
 - c. Targeted donors, i.e., parishioners, businesses, community organizations, etc.;
 - d. Resources needed from parish, i.e., facilities, announcements, exposure after Mass, etc.
 - e. Submission of the event request form.
4. The Pastoral Council shall be responsible for approving or rejecting requests for fundraisers, as they pertain to the use of parish resources. Scheduling of parish resources shall be done by the business manager. The Pastoral Council has the right at any time to review and reverse the status of both standing and non-standing fundraising events utilizing the following guidelines:
 - a. Is the event compatible with Catholic values and the values of SS. Charles & Helena Parish?
 - b. Is the event compatible with all local laws and ordinances?
 - c. Are there any other liability concerns given the nature of the event and its organizers?
 - d. Are there any scheduling conflicts between the proposed event and the parish calendar?
 - e. How many fundraising events does the requesting group hold each year that require parish resources?
 - f. Is there any concern the approval of the fundraiser will overstrain parish and community donors?
5. The Pastor of SS. Charles & Helena has final authorization over all fundraising activities and discrepancies.