

POLICY No. 21

FUND-RAISING ACTIVITIES

1. Term definitions

Fund-raising activities are understood to be those financial undertakings distinct from offertory collections taken in church (Policy No. 20) or from bingo and other games of chance (Policy No. 24 and Policy No. 15) where money is raised for special purposes. These can include special projects either within a parish or beyond its confines.

2. Intent of the directive

To provide assurance that funds contributed be used exclusively for the purposes for which they were received.

3. Policy

- a. According to Canon 1265, §1, no private juridical or physical person can begin a quest or fund-raising activity for any pious or ecclesiastical institute or purpose without the written permission of the proper Ordinary and the local Ordinary.
- b. In the Diocese of Sault Ste. Marie, any fund-raising proposal on behalf of the Church or one of its works which is not covered by Policy No. 20 "Collections", must be submitted to the office of the diocesan financial administrator for approval (See Policy No. 15). Annual parish picnics, dances etc... which are traditional in parishes are exempt.
- c. The purpose for fund-raising activities must be clearly stated. A clause allowing for another use of the funds if the initial purpose cannot be realized is to be part of the stated purpose.
- d. Fund-raising activities must refer in their literature to the permission received from the appropriate diocesan authority.
- e. Civil laws relating to fund-raising activities such as, obtaining a license, reporting requirements, etc., must be observed.
- f. Funds raised by any approved means are to be kept in a separate account from the general account of the parish, work or diocese. These are restricted funds given for a specific cause or work.
- g. Permission to raise funds carries with it the obligation to provide to the diocesan financial administration office a periodic report on the results of the campaign and the use of the proceeds.

Note that funds raised outside parish property will require a certificate of insurance. This may be obtained by contacting the diocesan financial administration office. The request will include the following:

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- the location of the fund raiser (name of additional insured);
 - the time and date of the event;
 - the hours of operation;
 - the person responsible for the event.
- h. Any change in the use of the funds collected must be approved, beforehand, by the diocesan financial administrator and have permission from the donors.
- i. Following Canon 1287, §2, and Decree No. 33 of the CCCB, the faithful shall be given an account of the results of the fund-raising activity.

Lottery applications must be filed with the city as they are very specific.

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