



# Divine Mercy Catholic Church

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## Fund Raising Request Form

*Submit one month prior to event date.*

Step 1 (Before Event): Complete this form and submit to Parish Business Manager for 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)	
Who receives the proceeds? <input type="checkbox"/> Ministry / Club / Org <input type="checkbox"/> Parish	
How will you pay for what you are selling? <input type="checkbox"/> Donated Goods & Services <input type="checkbox"/> Deduct Expenses from Gross Income	
Step 2: Parish Business Manager	
<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.	
<input type="checkbox"/> Forward Approval for Fund Raising Request	Date Completed:
Step 3: Pastor Review	
<input type="checkbox"/> Pastor Review and Approval	Date Completed:
Step 4 (After Event): Complete this section and turn over funds to Parish Office within 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	\$
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 approved by the Pastor and Parish Business Manager.
2. All fund-raising events 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 Pastor and Parish office staff.
3. The budget for any fundraising event must be reviewed and approved by the Parish Finance Council prior to any event taking place. The Event coordinator should complete the appropriate Finance Council form available from the Parish office or from the Parish Business Manager.
4. To avoid duplication of effort, parishioners soliciting donations from businesses or organizations must maintain and submit a list of businesses contacted, the name of person contacted and other contact information. The person soliciting the donation should also describe the outcome of the meeting or solicitation. This should be provided to the Parish Business Manager.
5. 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.
6. 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.
7. A donation acknowledgement letter from the Parish may be requested by notifying the Parish Business Manager.