

FUNDRAISING/GIFT POLICIES

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1101 FUNDRAISING POLICY

Saint Elizabeth Ann Seton Parish depends on charitable fundraising for the support of its mission. It is the policy of Saint Elizabeth Ann Seton that all fundraising activities should be conducted on the foundation of truthfulness and responsible stewardship. All fundraising activities conducted at Saint Elizabeth Ann Seton Parish will be consistent with the mission and goals of the parish, respectful of the interests of the donors, prospective donors and will be in compliance with applicable canon and civil law.

1102 FUNDRAISING REGULATIONS

It is the policy of Saint Elizabeth Ann Seton Parish that all requests for fundraising events be submitted to the Pastor or his designee at least 60 days in advance of the event. During this time, the Pastor or his designee will determine the events', compliance with church mission and canon law, determine whether or not there are any scheduling conflicts and present the fundraising event to the Pastoral Council and/or the Finance Council. The Pastor or his designee may make an exception to the 60 day advance notice requirement but must place the request and approval on the next Pastoral Council agenda.

Saint Elizabeth Ann Seton Parish requires that any solicitation and promotional materials regarding all fundraising events and activities should be accurate and truthful and should correctly identify the Church organization (commission), its mission and the intended use of the solicited funds. Any advertisement or notification of an Saint Elizabeth Ann Seton Parish or sponsored charitable event in the weekly Saint Elizabeth Ann Seton Parish bulletin must be approved by the Pastor or his designee prior to publication.

Saint Elizabeth Ann Seton Parish requires that no minor can chair or supervise a charitable or fundraising event.

If the charitable or fundraising event is sponsored or co-sponsored by any youth group or youth related ministry, Saint Elizabeth Ann Seton Youth Minister or Religious Education Director must chair or co-chair the event.

At any time, the Pastor or his designee reserves the authority to postpone, extend or end the charitable or fundraising event.

In a spirit of openness regarding charitable and fundraising events conducted at Saint Elizabeth Ann Seton Parish, at the conclusion of the charitable or fundraising event, the event chair-person will forward an attendance count, proceeds estimate and identify the recipient of the funds to the Pastor or his designee within fourteen (14) days of the event.

1103 USE OF VENDORS FOR CHARITABLE/FUNDRAISING EVENTS

Saint Elizabeth Ann Seton Parish requires that when utilizing a paid professional for charitable and fundraising events, all personnel, including employees, staff, volunteers and independent consultants, should not be compensated based upon a percentage of the amount raised or other commission formulas. No contract is authorized unless authorized by the Pastor or his designee.

There is an obligation by the chair person or co-chair person to ensure the reputation and credibility of all paid professionals utilized for charitable and fundraising events. It is the policy of Saint Elizabeth Ann Seton Parish that prior to the use of any paid professional for any service, that at least (2) two references be provided by the prospective paid professional and that the references be contacted. Saint Elizabeth Ann Seton Parish will publish the name of the prospective vendor in the weekly bulletin.

Any paid professional under consideration for use for a charitable or fundraising event is required to provide proper registration, licensing and certificate of financial responsibility prior to the event. The proper certificates will be verified and copied.

No vendor, contractor, paid professional or fundraising representative or their subsidiary or sub-contractor is authorized to utilize the Saint Elizabeth Ann Seton Parish name in any advertisement and/or promotion to solicit any form of contribution on behalf of Saint Elizabeth Ann Seton Parish unless expressly authorized in writing by Saint Elizabeth Ann Seton Pastor or his designee.

1104 DONATIONS AND GIFTS

There are occasions when individuals are compelled to donate items of value to Saint Elizabeth Ann Seton Parish. Such donations or gifts may come in the form of monetary contributions or tangible property. Donations or gifts may come during charitable and fundraising events, transferred post mortem or given at any other time when the donor is compelled by the Spirit. It is Saint Elizabeth Ann Seton Parish policy to honor the donor wishes by accepting the donations or gifts whether those gifts or donations are anticipated or unanticipated.

Unless specifically designated, all donations or gifts will be considered the property of Saint Elizabeth Ann Seton Parish and will be utilized to support its goals, objectives and Parish mission. Saint Elizabeth Ann Seton Parish will not accept a donation or gift if there are conditions attached that compromise the Parish or its mission.

When Saint Elizabeth Ann Seton Pastor or his designee is notified that the parish is the recipient of a large donation or gift, the donor must be given the opportunity to state whether or not he/she/they prefer to remain anonymous or whether or not a public statement should be released. In the event that a donor wishes to remain anonymous, that donor's wishes will be respectfully honored. In the event the donor wishes a public statement, a public statement will be created by the donor and the Pastor. Care must be given to releasing the assigned value of a gift and the name of the donor as this information may influence external solicitors.

In all anonymous donations, a statement will be made or published in the weekly bulletin by the Pastor reflecting the anonymous donation, the amount of that donation and where the donation will be applied.

From time to time, questions arise regarding potential bequeathed gifts. During these conversations, the Pastor will provide support and guidance to the prospective donor without undue influence.

Honorariums and memorials are forms of donations and gifts and as such, will be considered within the scope of this policy.

Stipends, holiday and birthday gifts or small monetary awards are not considered within the scope of this policy.

In the event a record or receipt is requested to document a donation, the Pastor or his designee will immediately provide the appropriate tax related document to the donor.