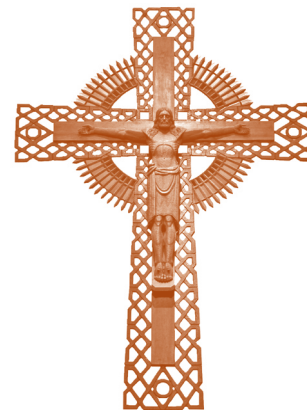


Our Lady of Good Counsel Catholic Church

“ I T H I R S T F O R Y O U ”



July 31, 2012

Dear Brothers and Sisters in Christ:

Our Lady of Good Counsel Church has established a process and policy for fundraising requests at the Parish and School. OLGC fundraising efforts must respect the priorities of the parish and school as a whole. They must also honor the donors and the frequency they are called upon to donate. Placing specific projects in the context of the total institution is an exercise of good stewardship and community spirit. Your cooperation and support is essential for a successful fundraising process.

We wish to make every fundraising effort a positive and fruitful experience for all. It must also align with OLGC's Mission, Vision and Core Values (see parish Website). To insure compliance with fundraising policy, the following process is to be followed for every fundraising program (both those supporting OLGC and those benefitting outside groups):

1. Parish, school and athletic organizations should present all of their planned fundraising activities to the Development Committee Chairperson (c/o the parish office) for processing and approval annually, prior to March 15 for the period July 1 of the current year through June 30 of the upcoming year. The Fundraising Policy and Request Form (available on our Website under Stewardship) should be completed for each fundraising activity.
2. Approval for additional unplanned fundraising efforts should be requested by completing the Fundraising Policy Request Form, at least one month prior to the anticipated event, and sending it to the appropriate department (direct school requests to the President of the Parent Volunteer Committee; direct church requests to the Business Manager at the parish office; and direct athletic requests to the President of the Booster Club).
3. When a fundraising event is approved, the event will be posted to the Parish and/or School Website calendars.
4. Every fundraising project leader should file a written report of the event efforts (including net dollars raised, thank you process, and other comments) with the Development Committee (send to the parish office) within one month after the event, or at the fiscal year end (June 30) for ongoing efforts.

In order to be good stewards of our financial resources, our ultimate goal is to increase our Offertory giving and thus allow our parish financial resources to increase so that OLGC can give charitably from the offertory, as opposed to having so many fundraising events. This is a delicate balance as many events build community. Our hope is that this policy and practice will bring a heightened awareness and allow us to better focus on those events that build community and fulfill our Mission, Vision and Core Values.

In His Love,

Fr John

Fr John Riccardo
Pastor

Parish Office
1062 Church St. • Plymouth, MI 48170
(734) 453-0326 • Fax (734) 416-9257
www.olgcp parish.net

Religious Education
1160 Penniman Ave. • Plymouth, MI 48170
(734) 453-0326 • Fax (734) 416-9257

Church Location
47650 North Territorial • Plymouth, MI 48170

OLGC Parish School
1151 William St. • Plymouth, MI 48170
(734) 453-3053 • Fax (734) 357-5331
school.olgcp parish.net

Our Lady of Good Counsel Parish and School Fundraising Request Policy and Form

OLGC fundraising efforts (defined as any collection of cash or goods) must respect the priorities of the parish and school as a whole. They must also honor the donors and the frequency they are called upon to donate. Placing specific projects in the context of the total institution is an exercise in good stewardship and community spirit. Priority will be given to Parish and School groups and events.

OLGC wants to make every fundraising effort a positive and fruitful experience for all. It must also align with the Mission, Vision and Core Values of OLGC. To insure compliance with fundraising policy, the following process is to be followed for every fundraising program:

1. Parish, school and athletic organizations should present all of their planned fundraising activities to the Development Committee Chairperson (c/o the parish office) for processing and approval annually, prior to March 15 for the period July 1 of the current year through June 30 of the upcoming year. The Fundraising Policy and Request Form (available on our Website under Stewardship) should be completed for each fundraising activity.
2. Approval for additional unplanned fundraising efforts should be requested by completing the Fundraising Policy Request Form, at least one month prior to the anticipated event, and sending it to the appropriate department (direct school requests to the President of the Parent Volunteer Committee; direct church requests to the Business Manager at the parish office; and direct athletic requests to the President of the Booster Club).
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4. Every fundraising project leader should file a written report of the event efforts (including net dollars raised, thank you process, and other comments) with the Development Committee (send to the parish office) within one month after the event, or at the fiscal year end (June 30) for ongoing efforts.

Please keep a copy of this form for your records. Continue responses on reverse side if necessary.

Name of Organization: _____

Date submitted: _____

Describe the proposed fundraising activity (give details): include specific requests for solicitation, i.e., whether and when announcements are requested in the bulletin, by email, and/or verbally; and/ or dates and times items to be sold, etc.

Purpose of the fundraiser (include where the proceeds will be spent or donated; how it builds community and/or a spirit of giving; how it fulfills our mission, etc:

Who will you solicit?

How will you thank the donors?

Location, Date(s) and Times (start and end) requested:

Amount you expect to raise: \$ _____

Expected costs (supplies, etc): \$ _____

Fundraising Coordinator Contact Information:

Name _____ Phone _____

Email address _____

Mailing address _____ City and Zip _____

Office Use Only: Approved

Not Approved

7/15/2012

Signature of Departmental Approval _____ Date _____

Check one: _____ Parish _____ School _____ Athletics

Calendar entry _____