



FUNDRAISING GUIDE FOR ST. JOSAPHAT

Any person(s) wishing to schedule a fundraiser for St. Josaphat Parish (church and school) must review the following guidelines prior to submitting an application. This guide is essential to the success of your fundraiser as it includes vital information regarding the process, timeliness, best practices, and budget management.

DATE CONFLICT CHECK:

Check the [Parish Fundraising Calendar](#) to make sure you are not proposing an event close to another parish fundraiser/major event.

APPLICATION:

View and download forms from the following site:

<http://www.stjosaphatparish.org/page.php?id=event-planning-146>

OPERATION:

Once your event has been approved, plan to operate it with a high level of efficiency. To that end, do not purchase any items or contact vendors before doing the following:

- Check available materials from the Unity Ball Auction Chair, Rectory supplies, school/PTO supplies from the Principal and Assistant Principal of the school.
- Whenever possible, solicit donated items
- Contact Maria Tubay to inquire about Past/Current Vendors as the church or school may have an existing relationship with a vendor that could be beneficial to your event.
- Download the [Fundraising Event Budget Form](#) and complete
- If you wish to obtain tax exempt letter for purchases, contact Maria Tubay at the Parish office.

Saving money is crucial to the success of any fundraiser. Thus, it's important to follow the procedure above prior to making or committing to any purchases as you may often find that St. Josaphat already has a contact or materials that could save you money and time. Always be expense conscious. Expected expenses v. Expected net profit should be carefully considered before pursuing any event.

POST-EVENT ANALYSIS:

Within 30 days of the final day of the fundraiser, the following forms must be submitted:

[Fundraising Event Budget Form](#), forms for reimbursement (including original receipts), and a brief summary from the main event organizer commenting on problems/successes of the event and whether the organizer recommends the event should recur. Submit these forms to the accountant for the Rectory.

These guidelines exist to ensure that your event is as successful as possible. St. Josaphat wants your event to be efficient, worthwhile, and beneficial to the students/parishioners of St. Josaphat. If you have any questions, please don't hesitate to contact the parish office or members of the PDC. Thank you for your interest in helping!