

PDC Fundraising Project Review/Approval Process

- 1.** The fund raising event approval form will be emailed to development@stjosaphat.net. The must signed by Chairperson/President of Sponsoring Organization and Principal(required for all School-related fundraising).
- 2.** The destination for this email will be the PDC Chair with copy to the Pastor.
- 3.** PDC Chair will forward request via email to PDC members and ask for their email feedback/approval normally within 2 business days.
- 4.** PDC Chair will collect feedback from PDC members, and, if further clarification is needed for the project, PDC Chair will communicate with project Chair to acquire additional information/documentation and send onto PDC members. A next round of request for feedback/approval will be sent by PDC Chair to PDC members.
- 5.** PDC Chair will summarize all feedback/approval from PDC members and forward to Pastor for final decision.
- 6.** Pastor will provide final decision normally within 2 business days.
- 7.** Pastor will email final decision to project chair.