

St. Michael the Archangel Parish – **Current** Fundraising/Collection/Solicitation

THESE **FUNDRAISERS OR COLLECTIONS** have previously been approved by the Parish Council/School Board, BUT need review:

8th GRADE	Class sweatshirt	Pizza	Bagels	Poinsettia	
ATHLETICS	Spiritwear	Yankee Candle	Basketball skills	Golf skills	Pop A Shot Donations
DRAMA	bottle drive	play accessories	concessions	ticket sales	
CHR SVC	St Christine	Habitat	Thanksgiving food drive	Care Packages	Hygiene drive Giving Tree
GOSPEL OF LIFE	Christmas Card	Lennon Center	Luminaries	Wee Care	
GREEN TEAM	bottle drive	Adopt An Animal	Eye glasses drive	Used Christmas Light drive	
KNIGHTS	Tootsie Rolls				
NJHS	Valentines				
PARENT GROUP	School Raffle	pizza kits	Barnes & Noble	Spree tickets	Scholastic book fair
	Scrip	Birthday Club	Blazo Pies		
PROLIFE (SCH)	Lifesavers	Spiritual Adoption	Dimes for Dinner		
QUIZ BOWL	Bottle drive	basket raffle			
STUDENT LDRS	Pumpkins	Toys for Tots	Christmas raffle	Bake sale	Felician Children's Center
SVDP	Clothing Drive				
TUITION ASSIS	Grilled Cheese	ice cream	used uniform sale	Penny Wars	
WOMENS GROUP	Hot Dogs				
YOUTH GROUP	Bottle Drive				

THE FOLLOWING INFORMATION NEEDED FOR FUNDRAISING CALENDAR

Circle your event above & then complete the following:

Primary Contact _____	Phone _____	Email _____
Date(s) _____ to _____	[] COLLECTION	[] FUNDRAISER
*LOCATION _____ <i>*MUST SUBMIT SET UP TO MAINTENANCE IF ON ST. MICHAEL CAMPUS!</i>		
Was this fundraiser worth the effort / time / successful in the past? _____		
Parish Staff Representative _____	approval at staff meeting - date _____	
Comments: _____		

PLEASE COMPLETE SECOND PAGE

Detail any changes from previous years

- | | | |
|---|-----|----------------|
| 1) Was this fundraiser/collection put on PARISH/SCHOOL calendar? | Yes | No |
| 2) Will a <u>cash box</u> be needed for this activity? | Yes | No |
| 3) Will you need to check out <u>keys</u> ? | Yes | No |
| 4) Will this event need to be published in the <i>bulletin</i> ? | Yes | No |
| 5) Will this event need to be displayed on our <i>website</i> ? | Yes | No |
| 6) Will this event need to be advertised in the parish email? | Yes | No |
| 7) Will anything need to be rented for this fundraiser? (tables, chairs)Yes | No | describe _____ |

Important:

- These fundraisers have been pre-approved and in place, some for many years, HOWEVER, they still need to be preapproved PRIOR to advertising and concrete planning.
- These fundraisers are input into the parish facilities calendar, as well as a fundraising calendar, and are monitored.
- Monies collected must be deposited to the parish office promptly. Money should be counted and recorded on Transfer of Banking Funds (deposit slip), which is available in parish office if needed. *After business hours, please use the drop box.*
- Keys that have been checked out are *borrowed* and must be returned to parish office promptly. *After business hours use drop box.*
- Maintenance is NOT responsible for the clean up of your fundraiser.
- *Parish Council reserves the right to discontinue any of the above fundraisers at any time.*
- **Fundraisers NOT listed MUST go through “New Fundraiser” procedures – use appropriate form found on website or in parish office.**