

- Complete one application for each new event, fundraiser or collection.
- * Submit application to **parish office** at least three months in advance for Parish or School event.
- Application will be reviewed and discussed at Staff and/or Council meetings.
- Decision will be communicated to applicant in writing following review.

Request is for a new EVENT FUNDRAISER COLLECTION

Event: Name of event _____

Purpose / brief description _____

Date _____ From _____ am/pm To _____ am/pm

Which facility will host this event? Cafeteria Gym Library Convent
Offsite rental (explain) _____

- | | | |
|---------------------------------------------------------------------|-----|---------------------------------------|
| 1) Will a <u>cash box</u> be needed for this activity? | Yes | No |
| 2) Will you need to check out <u>keys</u> ? | Yes | No |
| 3) Will this event need to be published in the <i>bulletin</i> ? | Yes | No |
| 4) Will this event need to be displayed on our <i>website</i> ? | Yes | No |
| 5) Will anything need to be rented for this event? (tables, chairs) | Yes | No |
| 6) Will you need a LIQUOR LICENSE for this event? | Yes | No <i>*BYOB EVENTS ARE PROHIBITED</i> |
| 7) Will you need student volunteers for this event? | Yes | No |

Fundraiser: (description of product to be sold) _____

Dates _____ to _____ From _____ am/pm To _____ am/pm

Which facility will be needed for this fundraiser?
Cafeteria Library Convent Vestibule Cafeteria or Gym hallway

Group involved (circle one)
Parent Group 8th Grade Drama NJHS Quiz Bowl Student Leaders
Athletics Gospel of Life Knights SVDP Youth Group

Collection: (description of product to be collected) _____

Dates _____ to _____ From _____ am/pm To _____ am/pm

Which facility will be needed for this collection?

Cafeteria Library Convent Vestibule Cafeteria or Gym hallway

Group involved (circle one)

Parent Group 8th Grade Drama NJHS Quiz Bowl Student Leaders

Athletics Gospel of Life Knights SVDP Youth Group

DEFINITIONS

EVENT

A one time occasion that contributes to the wholeness of the community. It may or may not raise money for profit.

Example of current Events: Mardi Gras, Euchre party, Trivia Night, Mother and Daughter Breakfast.

FUND RAISING

A sale that raises money for an organization, department, commission, group or club.

Example of current fundraising: Raffle tickets for parent group, sweatshirt sales for 8th grade, Tootsie Roll sales for Knights.

COLLECTION

Asking for specific items to be dropped off at the school, church or convent, in which we will donate to another organization or group for their use.

Example of current collections:

Thanksgiving food drive, Dimes for dinner, St. Christine's desserts.

Important – if approved:

- This event will be input into the parish facilities calendar, as well as a fundraising calendar, and will be 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 will be checked out are *borrowed* and must be returned to parish office promptly. *After business hours use drop box.*
- You are responsible for turning in a set up form to Maintenance at least 2 WEEKS prior.
- Maintenance is NOT responsible for the clean up of your event.
- You are responsible for giving information parish office for the bulletin, emails, posters and website.
- *Parish Council reserves the right to discontinue any event/fundraiser/collection at any time.*

Contact Person for this request: _____

Phone: _____ E-mail: _____

Staff Representative _____ Staff/Council/approval _____