

**St. Malachy Catholic Church
Stewardship Commission
Fundraising Activities**

All parish and school organizations that are considering a fund raising activity must seek approval from the Stewardship Commission, which will in turn make a recommendation to the Pastor. A fund raising activity is defined as an event or activity planned for the purpose of soliciting funds to benefit the parish, school or any parish or school related organization in which the parish at large is asked to support. An Application for Fundraising Activity must be completed and submitted to the parish center at least 3 months before a scheduled event.

Also, if your event is held on parish grounds, you will need to schedule that space with the parish office. Space such as the narthex, Noll Hall and any other areas will not be reserved until you have an approved fundraising application. For your convenience, please fill-out a facility request form and submit with your fundraising application.

If you have any questions please contact Lynda Curry at 858-2120 or e-mail at lyndac@stmalachy.org

**St. Malachy Catholic Church
Application for Fundraising Activity**

Date _____

Name of Organization _____

Chairperson _____

Treasurer _____

Describe Fundraising Activity _____

Purpose of the Activity

- **Funds will benefit** _____

- **Funds will be used for** _____

Date Requested for Activity _____

Length of the Activity _____

Where will the activity be held? _____

Is this a new or repeat activity? _____

Who will be the target market for the fundraiser? (examples: public at large, school families, golfers of the parish, etc) _____

Estimated net funds to be raised (total revenue minus total expenses) _____

Are there any initial start-up funds needed for this activity? _____

If so, how will this be funded? _____

Are you required to have a permit or license for this activity? _____

If so, who is responsible for permits or licenses? _____

Please submit completed form to the parish center at least 3 months before the scheduled event. Application will be presented to the Stewardship Commission for approval. The organization's chairperson will be notified of the commission's decision. If you have any questions please call Lynda Curry at the parish center.

Chairperson, Stewardship Commission

Pastor