



Activity/Fundraising Application

Contact information *(must be completed for both New and Renewal Requests)*:

Name: _____

Telephone: (____) ____-____

e-mail address: _____

Signature: _____

Please feel free to utilize additional pages if you believe a more detailed explanation is necessary. The completed form may be e-mailed to amanda@saintmichaelchurch.net or dropped off at the Parish Office. St. Michael Finance Council is responsible for reviewing these requests and making the decision to grant or deny. *NOTE: for events that are conducted exclusively within St. Michael School, e-mail completed form to cmurphy@stmichaelsharonville.org; as principal, she is the first check for appropriateness & school calendar.* Each request is evaluated based on several factors, including but not limited to the following:

- Other events occurring in the month(s)
 - Principle: we do not want to be soliciting parishioners for extra contributions all the time (both after Masses and through School initiatives)
- Other events already approved from this Organization/Individual
 - Principle: we suggest a focus on less events which yield more net for the organization rather than several small events that solicit folks too often
- Nature of Event
 - Principle: we suggest offering something people usually need to buy as part of their daily life or ones that build parish community/spirit
 - Principle: this event cannot conflict with or potentially reduce the net of another parish event (for example, a raffle request would most probably be denied because we already have raffles at Spaghetti Dinner and Festival, where tickets are mailed to parishioner's homes)
- Location of Event
 - Principle: opportunities for fundraising exist through businesses (especially restaurants) which may be easily advertised via parish information channels and not a direct solicitation on the parish campus; opportunities to raise funds on our Parish Campus are limited

Submission Timing

The Finance Council meets eight times per year (Jan, Mar, Apr, Jun, Aug, Sep, Oct, Nov) on the last Tuesday of the month (Depending on when Thanksgiving falls, Nov meeting could be moved to prior/following week). New Event Applications must be received 30 days before the Finance meeting AND the event's preferred/alternate dates must be at least 30 days after the Finance meeting where your request is reviewed. A member of Finance Council will check with each contact to confirm if the event(s) will be renewed for the next fiscal year (July to June). This serves as the basis for evaluation of any new requests during the fiscal year.



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Request Category: NEW RENEWAL (Circle One)

if Renewal, please note in "Preferred Date" if this is the same as previous year or a change (and if a change, please explain why); also please update the Expected Gross/Net Amounts from last offering

Parish Organization or Individual: _____

(please attach more specifics if the organization or individual is not chartered as part of the Parish)

Please describe this as primarily a School or Parish Fundraiser (circle one).

Application Date: _____ (received at least 30 days before Finance Meeting)

Preferred Date(s) of Event: _____

Note: must be at least 30 days before Finance Meeting when request reviewed)

List Alternative Date(s) in Order of Preference: _____

Please note that if no alternative dates are listed and preferred date conflicts with other activities, request may be denied because of this.

Note: must be at least 30 days after Finance Meeting when request reviewed)

Purpose of Raised Funds:

Explain How this Purpose fulfills Organization's Charter:

Nature of Fundraiser:

(if partnering with an outside group or utilizing an outside professional organization, please attach an information sheet about them)

Event Category: New Replacing Existing Event Renewal (Circle One)

If a replacement, what event is being eliminated? _____

Number of Volunteers Required: _____

Target Participants (Parishioners, Students, etc.): _____

Requested Location: Upper Level Gathering Space Outside Other Room/Area Offsite (Circle One)

if Other or Offsite, please explain _____

Event's Expected Revenue-Gross: _____ Net (or Donation Amount): _____