



St. Jude Catholic Church

Fundraising Request Submission Form.

The Archdiocese of Indianapolis' internal control policy requires all parishes to have an approval process that includes their governing bodies. St. Jude Parish requires that all fundraising requests be made in writing to the Finance Committee before it goes to the Parish Council. The requests must be made in writing to the chairperson of the Finance Committee. Using this form will help insure that your organization/ministry communicates all the necessary information for decision making.

Please note the time table for getting a fundraiser approved: The Finance Executive Council meets usually on the first Thursday of the month (except for June and December) and will initiate the procedure by placing the request on the Finance Committee's Agenda, usually the second Thursday, of the month. Should the request be approved the proposal must then be approved by the Parish Council which usually meets the Third Thursday of the month.

Proposed Event: _____

Contact Person: _____ Phone: _____

Sponsoring Organization/Ministry: _____

When: _____
(For events it would day and time and dates tickets might be sold, for sales it would be start and stop dates for sale of the item, etc.)

Location: _____

Description of event: _____

Cost to be charged (selling price, admission fee etc.). _____
(If this varies, please give a general range)

Describe how the proceeds will be used: _____

Describe marketing methods to be employed: _____

Vendors to be approached for donations: _____
