



# ST. ANNE'S CATHOLIC CHURCH

## Fundraising Proposal

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### Fundraising Process

1. **\*ALL** Fundraising needs to be submitted and approved **60 days prior to the event\***
2. Ministry discusses and approves a fundraising event.
3. Ministry calls the Parish Secretary to check for available dates on the Parish Calendar to (*Calendar Form*).
4. Complete a Fundraising Proposal Form.
5. **Ministry Liaison** needs to **sign** and **approve** the Proposal.
6. **Parish Administrator** needs to **sign** and **approve** the proposal.
7. Event may now begin to be publicized in the Parish Bulletin, Website, etc.



# ST. ANNE'S CATHOLIC CHURCH

## Fundraising Proposal

**Date Proposal Submitted:** \_\_\_\_\_

**Petal:** \_\_\_\_\_

**Ministry:** \_\_\_\_\_

**Description of planned fundraiser:** (Proposed event/project, number of people involved, number of people to be contacted, method of fund raising, etc.)

**Is your ministry planning on selling or advertising outside of any Masses for this event?**

**What weekend(s)?**

**After what Masses?**

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**Date(s) of event/fundraiser:** \_\_\_\_\_

**Location of event/fundraiser:** \_\_\_\_\_

**Estimated NET Income:** \_\_\_\_\_

**Requested By (Name):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

\_\_\_\_\_  
**Reviewed by Ministry Team Liaison**

\_\_\_\_\_  
**Reviewed by Parish Administrator**

**OFFICE USE ONLY**

**Cleared on Calendar:** \_\_\_\_\_ **Sales Tax Review:** \_\_\_\_\_

**Financial Review:** \_\_\_\_\_