

Our Lady of Guadalupe Catholic Church

FUNDRAISING GUIDELINES

Overview

One of the signs of an active and growing parish is the number of activities that occur at the parish on a regular basis. Our Lady of Guadalupe is just such a parish. To manage the number of fundraising events and provide equal opportunities, we have implemented a procedure to request those events in writing. For any fundraising event (on or off-site), the attached request form must be completed and submitted to the Finance Council by email to financecouncil@olgaustin.org a minimum of **60 days** prior to the event date. All requests will be reviewed by the Finance Council and cross-referenced with the master calendar of approved and scheduled events. Please review the parish fundraising guidelines defined below. If you have any questions regarding the form or procedure, please email the Finance Council.

Objective

Fundraising is a necessary activity of the church, its ministries and societies, and should be conducted in a manner that is beneficial to the church and its parishioners. Fundraising should not be viewed as a burden or requirement to provide funding for the ministries of our parish and should not create competition for solicitations by groups. These guidelines will ensure that fundraising is carried out in a positive manner at Our Lady of Guadalupe, to raise money for the parish, its ministries, societies or sponsored causes. This also includes food, clothing, and other items for charities sponsored by our church.

Guidelines

1. All fundraising events are to be conducted for the benefit of Our Lady of Guadalupe Church, its ministries, societies or causes approved by the church. A church ministry or society must sponsor all fundraising activities. Fundraising should not be done to benefit non-sponsored organizations or for-profit entities. These guidelines cover fundraising events on or off church premises.
2. All fundraising activities are to be approved by the Finance Council, recommended to the Pastor and placed on the parish shared calendar. It is understood that some fundraisers won't be anticipated at the time of the Monthly Finance Council meeting, and the Council Chair or Pastor can, at their discretion, approve fundraising proposals at any time.
3. Per Father Pedro: Fundraiser approval requires kitchen sponsorship i.e. 1 fundraiser = 1 kitchen
4. In general, fundraisers should be:
 - a. Short – limited to 1 day
 - b. Limited to 2 onsite fundraisings events per year per organization
 - i. A fundraiser paired with a kitchen counts toward the annual limit
 - ii. Offsite fundraising does not count toward limit, but must follow the same request process
 - c. Requests cannot conflict with parish-wide vendor events (i.e. Guadalupe Fest*). Groups may participate as vendors to raise funds for their ministry/society. Participation will not count towards the annual limit.
 - d. Limited exceptions apply to Parish-wide fundraisers (i.e. Jamaica, Golf Tournament*)
**Includes but not limited to the events listed*
 - e. Exceptions to these guidelines are the stewardship program of time, talent and treasure and all parish capital campaigns. These are conducted at the discretion of the Pastor at designated times and locations.
 - f. Use of peer-to-peer payment services or mobile payment apps is prohibited
 - g. Funds must be deposited with the parish office the week following the event, include parish deposit form
5. These guidelines may change as the process evolves.

These guidelines were presented by the Finance Council to the Pastoral Council on October 8, 2025

These guidelines were adopted by the Pastoral Council on 10/8/2025,