

## Fund Raising Application Guidelines

### Annual Fund Raising Events (AFRE)

1. An annual fund raising event (AFRE) is defined as one which an established and certified organization or ministry of St. Pascal Church includes as part of its regular calendar year for the purpose of generating income (from sources external to the organization/ministry) to be used for the mission of the organization/ministry or parish, or to simply cover the costs of the AFRE.
2. An AFRE is scheduled normally in the annual calendar process held in the spring preceding the calendar year. No fund raising event may be scheduled on the parish calendar without written notification of approval of the event by the St. Pascal Finance Council.
3. Application for an AFRE must be submitted to the St. Pascal Finance Council no earlier than January 2nd and no later than the first Monday in May of the calendar year prior to the fiscal year in which the AFRE is desired. Applications are to be delivered to the rectory in an envelope clearly marked "Finance Council - AFRE Application" during normal business hours.
4. All information on the AFRE application form must be completed and clearly printed in black ink or typed.
5. One application may be submitted by an organization for multiple occurrences of a single type of event (e.g. two or more pancake breakfasts by a single organization need only have one application).
6. The St. Pascal Finance Council will consider all applications at the next regularly scheduled meeting of the Finance Council. The organization chairperson will receive notification of the Finance Council's decision within seven days of the meeting in which the AFRE Application was considered. One copy of an approval decision must be attached to the calendar request form.
7. A "Conditional Approval" decision must have the "conditions" met prior to scheduling an AFRE. A date for reconsideration of this application will be set by the Finance Council.
8. A "Non-Approval" decision may be appealed to the St. Pascal Pastoral Council of Ministries Executive Board. Such appeal must be in writing and be received by the Executive Board within ten (10) days of the Finance Council meeting (accomplished by being placed in the PCM mailbox in the rectory). The Executive Board's decision will be final.
9. Non-approval of an application will be based on:
  - A. Appropriateness of the event at St. Pascal
  - B. Repeated history of failure of **this** event
  - C. Event is similar to another event sponsored by this or another organization
  - D. Failure of the organization to meet licensing or tax responsibilities in previous events
  - E. Application not filed on time
  - F. Failure of organization to file timely financial report with Finance Council for previous AFRE or EXFRE
  - G. Failure of organization to supply timely notification of cancellation of a previously scheduled AFRE or EXFRE.
10. Following the AFRE, a report using the form supplied by the Finance Council, or a reasonable facsimile, specifying receipts and expenditures, **must be submitted to the Finance Council no later than forty-five (45) calendar days after the AFRE**. Copies of all tax forms must be submitted within two (2) weeks of filing with the taxing body.

11. If an AFRE is approved by the Finance Council, scheduled on the annual parish calendar, and later is canceled by the organization without written notification to the Finance Council at least two (2) weeks prior to the AFRE's scheduled date, a fee of \$100 will be assessed the organization. The organization chairperson will be required to schedule a meeting with the Finance Council (or its Chair) or all future events (excluding regular meetings) will be suspended.

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**The following information is provided to assist you in planning your AFRE:**

St. Pascal can provide: round, square, or rectangular tables; chairs, public address system; staging; existing kitchen facilities; event rooms. All other equipment is the responsibility of the event sponsor. St. Pascal Parish reserves the right of approval of all equipment used at an event. St. Pascal Parish is not responsible for any organization's individual equipment (owned or rented).

Sponsoring organizations are responsible for all up front deposits needed for an event.

If a tax-exempt letter is needed, please call the parish bookkeeper during regular business hours. Use of this letter is restricted by the tax code of the Internal Revenue Service. Any misuse of the letter and tax-exempt privilege will result in an organization's forfeiture of the right to use the tax-exempt law.

The parish secretary should be made aware of all deliveries for an event; however, a member of the organization must be present to accept deliveries.

**Alcohol:** State and local law requires licenses for a number of event, notable those involving gambling (any exchange of money) and alcoholic beverages (beer and wine are the only alcoholic beverages for which a parish in the City of Chicago can receive a license). Obtaining such licenses is the responsibility of the sponsoring organization. A certificate of proof of "Dram Insurance" coverage is required to obtain a liquor license, and can be obtained free of any charge by contacting the parish bookkeeper at least two months prior to the AFRE. Appropriate tax and other forms required by the licensing agent as well as timely payments of taxes owed, is the responsibility of the sponsoring organization. **Verification of applications for any licenses must be submitted to the Finance Council at least four weeks prior to an AFRE.**

*A special note on the serving of alcoholic beverages: A license is required for any event at which alcohol is sold. The State of Illinois considers alcohol to be sold if a charge is made for individual drinks (by cash or ticket) or if there is a charge to come in the door and be present at an event and no other charge is made for alcoholic beverages. As noted above, the only license a parish can obtain in the City of Chicago is for the sale of wine and/or beer. Without a license at an event at which there is a charge, no other types of alcoholic beverages may be sold. Because of possible misinterpretation, organizations are discouraged from promoting BYOB.*

**Foodservice Sanitation:** The City of Chicago and the Department of Public Health require a Food Dispensing Certificate if foodservice is to be a part of your fund-raiser. In order to obtain this certificate, a person certified & licensed in Food Sanitation is to be present on the premises (and certificate displayed) any time food is being prepared and served. If food is catered, and the caterer remains on the premises, his/her certificate must be displayed. If caterer does not remain on premises, then organization assumes responsibility. To be certified and licensed, one must complete a six-week course offered through Harold Washington College, successfully complete a test, and apply for the certificate.

New leadership of an organization is not required to carry through with an AFRE planned by a previous administration if a reasonable alternative can be suggested.

Previously established facility usage guidelines (e.g. maintenance of facility) still apply.