

**Most Holy Trinity Church  
524 Mifflin Street  
Huntingdon, PA 16652**

**Solicitation and Fundraising Policy**

**BACKGROUND:** Because of the large number of requests and need for fundraising activities, the Finance Council has established the following guidelines with regard to the solicitation of funds at parish activities. The purpose of this policy is threefold:

1. To keep as the primary goal of all fundraising the financial well-being of the parish;
2. To keep the pastor and Finance Council aware of which group(s) is/are soliciting funds to assure that all interested groups are proportionally and appropriately represented; and
3. To keep the parishioners aware of who is soliciting funds, when the funds will be solicited and for whom/what the funds will be designated. This will be done through bulletin notices, not by announcements during Mass.

**GUIDELINES:**

1. Requests to solicit and raise funds must be made in writing. A contact person should complete the **Application to Solicit Funds** form and submit it to the parish office at least one week prior to requested dates. Generally speaking, only one parish group should solicit funds at a given time.
2. Decisions on proposed solicitations will be based on the financial needs of the parish, the number of solicitations previously sponsored by the group, and the number of solicitations occurring simultaneously.
3. Groups will be notified in writing concerning the decision. Groups may resubmit their proposal should there be a conflict in dates.
4. Notices will be placed in the bulletin concerning the approved solicitations.

Approved by the Finance Council November 17, 2003

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**Application to Solicit Funds**

Name of group\_\_\_\_\_

Name of contact person\_\_\_\_\_

Telephone number of contact person\_\_\_\_\_

Type of proposed solicitation\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Purpose of proposed solicitation\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning date of proposed solicitation\_\_\_\_\_

Ending date of proposed solicitation\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For office use only
Approved:_____
Not Approved:_____
Date:_____