

Fundraiser Procedures

For all short-term fundraisers. This may include fundraisers that take place several weeks in a row after the Masses.

1. **Fill out the St. Nicholas Fundraiser Form.** The form is available in the office, outside of Wendy's office door.
2. **The Fundraiser Form must be presented to the Business Manager, Wendy Mast, at least 4 days before the beginning of the fundraiser for approval.**
3. **All money raised from the fundraiser must be deposited in the Church safe on the same day, EACH time the fundraiser is held.** The Fundraising team (at least two people) need to count the funds and fill-out the Fundraising Deposit Slip and sign. Place the money and the deposit slip in a bag (found in the bottom right drawer of Wendy's desk) and drop into the safe.

For all long-term fundraisers (ie, the selling of raffle tickets, dance tickets, etc.).

1. **Fill out the St. Nicholas Fundraiser Form.** The form is available in the office, outside of Wendy's office door.
2. **The Fundraiser must be presented to the Business Manager, Wendy Mast, at least 2 weeks before the beginning of the fundraiser for approval from the Finance Council.**
3. Once approved you will be given a Ticket Control Worksheet to help manage your ticket sales and know what is still out there, unsold. This worksheet needs to be completed on a weekly basis and a copy of it turned in with the money.
4. Once the fundraiser begins, **the money collected from selling tickets must be deposited into the Church safe at least ONCE PER WEEK, along with the Ticket Worksheet.** The Fundraising team (at least two people) need to count the funds and fill-out the Fundraising Deposit Slip and sign. Place the money and the deposit slip in a bag (found in the bottom right drawer of Wendy's desk) and drop into the safe.