

Appendix 35: Fund-Raising

The following are to be observed in regard to fund-raising efforts:

1. All special or extraordinary collections in parishes, oratories, and chapels must have the express, written permission of the Diocesan Bishop or his delegate; permission is not necessary for ordinary collections (Sundays, Holy Days, God's Share Appeal, or approved national collections). Note: trustee corporations shall not conduct fund-raising activities;
2. Solicitation of funds, fund-raising, fiscal appeals, or fiscal campaigns by any priest, secular or religious, holding an assignment from the Diocesan Bishop, or by any Diocesan or Catholic institution based and operating within diocesan boundaries must have the express, written permission of the Diocesan Bishop or his delegate; and
3. All requests must be in writing and include the purpose behind the fund-raising, the time frame, and the methods to be used in raising the funds; and
4. All express, written permissions shall be effective for one year (12 months continuous), unless indicated otherwise; and
5. A request for any capital campaign that accompanies a capital project (e.g. renovations or building) is to be included with the resolution attached to that project (cf. resolution procedure); and
6. An annual fund-raising report is to be submitted to the Vicar General, including the amount of money collected, the cost of conducting the fund-raising effort, the amount and use of the funds disbursed, the fulfillment of any restrictions if present, and a copy of the written permission letter.
7. As with every manner of receiving support for use by the Church, all funds, once accepted, must be used for their intended purposes and, if applicable, all restriction given by donors respected.

All things to the contrary notwithstanding.