



SCS FUNDRAISING REPORTING

scsfund052018

Name of Event: _____ Date Held: _____
Participants Attended: _____

Name of Ministry/Organization: _____

Event Coordinator: Name: _____ Email: _____

Cell Phone: _____ Alt. Phone: _____

Reporting Party: Name: _____ Email: _____

Cell Phone: _____ Alt. Phone: _____

Facility Used: ☐ Parish Hall & Kitchen ☐ Parish Hall ☐ Parish Center Library ☐ Parish Center Room _____

Purpose of Fundraiser: _____

Benefit to St. Catherine Parish: _____

Beneficiary of Fundraiser: If there is more than one beneficiary, please list percentages of profits that will be donated.

100% of the proceeds: _____; _____% _____; _____% _____; _____% _____.

INCOME: _____.

EXPENSES: _____.

PROFIT: _____.

Beneficiary of Fundraiser: If there is more than one beneficiary, please list percentages of profits that will be donated.

100% of the proceeds: _____; _____% _____; _____% _____; _____% _____.

Bulletin Submission: All organizations, clubs, and ministries who hold fundraisers on the premises of St. Catherine of Siena are required to place an announcement in the bulletin. Announcements must include the designated beneficiary of the fundraising efforts/proceeds; a contact name, email, and number, the cost of tickets, and bulletin date requested for submission; **as well as followed by a gratitude submission within two (2) weeks of the fundraiser which includes the amount of profits raised for the specific beneficiary per Canon Law 1262.** Failure to comply will result in cancellation of future events on premises. Announcement can be typed in this space or emailed to bulletin submissions@gmail.com.

Bulletin Announcement placed: ☐ Yes ☐ No Gratitude Announcement below: ☐ Yes ☐ No

Submission: _____

Signature of Reporter: _____ Date: _____

Pastor Acknowledgement: _____ Date: _____