

To: OLOL Leads of Parish Based Organization and Non- Parish Based Organization
From: Our Lady of the Lake Parish Finance Council
Date: July 16, 2014
Subject: Fundraising

The Our Lady of the Lake (OLOL) Parish Finance Council (PFC) would like to work with Parish Based Organizations (PBO) and Non-Parish Based Organizations (non-PBO) in the area of fundraising. As outlined in the Accounting Standard Handbook of the Catholic Diocese of Dallas, after an initial discussion with the Pastor or Finance Director, the PFC is to “review all fundraising or other income-producing proposals and activities to ensure that these are consistent with the Parish and Diocesan mission and policies and to ensure all appropriate Diocesan approvals are obtain.”

The Diocese, as well as state law, provides the PFC the framework that we are to evaluate fundraising requests against. The guidelines are detailed and, at times, complex and different than what we may be accustomed to, but needed to reduce both the Diocese and our parish’s financial risk in today’s business environment.

For an example, did you know that:

- In the State of Texas, the prize offered or awarded at a **raffle** may not be money, must be owned by the sponsor prior to the raffle, and organizations are limited to two raffles per year. This means that for all parish managed and directed activities, such as Faith Formation and PBOs, OLOL can only hold two raffles in a calendar year.
- **Bingo** is not considered a raffle, but must follow the regulations of the Texas Lottery Commission Charitable Bingo Operations?
- Any **facility use by a non-PBO**, such as Knights of Columbus or Saint Vincent de Paul, requires approval by the Pastor per the Non-Parish Based Organization Policy and any such organization requires a Facility Use Agreement and must provide a “Certificate of Insurance” demonstrating they have adequate liability insurance coverage applicable to their activity?

While the Pastor or Finance Director serves as your main point of contact, the attached Frequently Asked Questions have been developed to assist OLOL leaders as they evaluate fundraising ideas.

The Pastor, the Finance Director, and the members of the OLOC PFC greatly values and appreciates the wonderful work you do for the OLOL community. We look forward to working with you and your organization in your fundraising needs.

Yours in Christ,

OLOL Parish Finance Council

**Our Lady of the Lake
Fundraising
Frequently Asked Questions**

1. It feels like there have been a lot of changes to the fundraising guidelines over the past few years. Why?

Leadership expectations, both at the Diocese and at OLOL, have changed due to an increased desire to mitigate risk. As stated in the Accounting Standard Handbook issued by the Diocese:

As we manage our financial affairs, we are held to a higher level of integrity in every aspect of our work. Guided by stewardship and observing our fiduciary responsibilities will assist us in our efforts towards drastically reducing our financial risk in today's business environment.

2. How does an organization initiate a fundraiser request?

- a. Discuss with the Pastor or Finance Director
- b. No later than sixty (60) days before the desired event date, complete the Fund Raising/Collections Form found at ourladyrockwall.org under "About Us", then "Forms and Policies".
- c. The Pastor and Finance Director will review the request with the PFC, and approve or deny.
- d. The Finance Director will contact the requestor following the review.
- e. No fundraising activity can proceed until an approved, authorized form is returned from the Finance Director to the requestor.

3. Can OLOL facilities be used to host a fundraising event?

Generally yes, so long as the fundraiser has been approved (see question 2), and:

- a. The event can be easily managed in the Holy Family Center
- b. Safe Environment is observed (see question 4)
- c. Use of the kitchen follows the caution outlined in question 5.
- d. No alcohol is served (see question 9)

4. Any function at OLOL, off or on premise, must follow Safe Environment expectations. Where can one find more information?

Questions about Safe Environment may be directed to the OLOL Parish Safety Officer.

5. Can the OLOL kitchen be used to cook and serve food?

Yes, it may but organizers would need to use extreme caution that they and/or their members do not put anything down the kitchen drains but water. Unfortunately, the design of the sink's pipes is flawed, causing even the smallest amount of particles to clog the sink.

6. Can a person or group use OLOLs Tax Exemption?

Any person or group wanting to use the OLOL tax-exempt status to purchase anything must receive advanced permission from the Finance Director to do so.

7. What are the rules around raffles?

The State of Texas allows an organization only two raffles a year. This means that our parish and all of its entities, such as Faith Formation, Youth Ministries, and PBOs, can only hold two raffles in a calendar year. In the State of Texas, the prize offered or awarded at a raffle (defined as the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize) may not be money and must be owned by the sponsor prior to the raffle. So while a raffle can be held, it must be carefully managed to ensure all state rules are followed. In light of these limitations, it is the opinion of the PFC, that any raffle being considered by a parish based group (which excludes the Knights of Columbus, Saint Vincent de Paul, and Contemplative Prayer) should expect to bring in a significant amount of dollars to maximize the “two per organization a year” limit. Note: Bingo is not considered a raffle but has its own set of unique rules. See question 8f for more information about bingo.

8. What is OLOLs position on the following types of fundraising events?

- a. **Bake Sales and Non-catered Meals** (pancake breakfasts, spaghetti dinner, fish fry, etc.) = Such fundraisers are supported so long as all Health Department regulations and recommendations are followed. Additionally, to avoid the complexity of securing a health permit, such an event may not be advertised outside of the parish. For example, a bake sale can be advertised in the bulletin and through Flock Notes, but an organization could not post a sign at Goliad and Damascus. More information about the Health Department may be found at: <http://www.dshs.state.tx.us/topicrelatedcontent.aspx?itemsid=653>
- b. **Fundraiser with a Catered Meal** = Such an event is permissible and may be advertised outside of the parish as the cater would be responsible for meeting all Health Department regulations.
- c. **Raffles** = see question 7
- d. **Centerpieces via a Raffle** = Would be considered a fundraiser that would require PFC review and approval. Given such an event would count towards 1 of the 2 raffles allowed per year per state law, such a raffle would ideally need to stimulate a lot of income.
- e. **Centerpieces for a Donation** = Would be considered a fundraiser that would require PFC review and approval.
- f. **Bingo** = Such an event is supported so long as the event follows the regulations of the Texas Lottery Commission Charitable Bingo Operations, found at: <http://www.txbingo.org/export/sites/bingo/index.html>
- g. **Silent Auction** = Such an event is supported.
- h. **Dance** = Such an event is supported, but given OLOL policy to not serve alcohol on premise, it is the opinion of the PFC that hosting such an event off site may be more appealing.
- i. **Pass the Hat / Pass the Basket / Collection of Loose Change** = Such an activity is supported but is technically a fundraiser that would require PFC review and approval.
- j. **Door Prizes** = So long as no one is giving money for a chance at the door prize (i.e. a raffle), giving away a door prize, for example to encourage attendance, is permissible.
- k. **Collections (food drives, clothing drives, school supplies, gift card drives, etc.)** = Would be considered a fundraiser that would require PFC review and approval.
- l. **Retail sales or other business activities not intended for the benefit and support of Our Lady of the Lake Catholic Church and its ministries** = Prohibited on church property

9. Can alcohol be served at a fundraising event?

For the safety and protection of our youth, it is the policy of OLOL that no alcohol, including but not limited to beer and wine, is served or located on church property. If you are hosting a fundraising event off premise and are considering serving alcohol, please consult first with the Pastor.

10. I have additional questions. Who do I contact?

The Pastor or Finance Director.