

Fundraising Policy

Purpose

The purpose of this policy is to establish rules and requirements for Parish approved or supported organizations to raise money or other items for use by the Parish, its approved organizations, or other organizations whose missions and goals match those of St. Joseph Catholic Church and to ensure the fundraising activities are consistent with our not-for-profit status. All fundraising activities conducted by any organizations at or within St. Joseph Catholic Church must be reviewed and approved under this policy.

Review Process

All fundraising activities must be reviewed in advance by the Pastor. All organizations wishing to have a fundraising event are required to submit a Fundraising Request Form to the Parish Office at least 90 days prior to the event. Upon review by the Pastor, the Parish Office Manager will notify the contact person on the application whether the fundraiser has been approved or disapproved. If the fundraiser is approved, it is the responsibility of the requestor to coordinate with the Parish Office Manager to schedule the event and place it on the Parish Calendar. Reservations for use of the Parish Hall must be made through the Parish Office. See the Hall Usage Policy for details.

Financial Reporting

- Money must be used in a way that is consistent with the Church's mission.
- Fundraisers must be consistent with not-for-profit status.
- Cash profits from fund raising events are to become part of the Parish general fund unless otherwise identified on the Fundraising Request Form and approved by the Pastor.
- Funds belonging to the general fund must be reconciled and deposited into the Parish's general fund bank account within three calendar days after the event.
- Within 30 days after the completion of the event, the organization is responsible for supplying actual fundraising income and expense data to the Parish Finance Committee.

Bingo Games

All "bingo games" are to be conducted and supervised in accordance with Section 849.0931 Florida Statutes. "Bingo game" means and refers to the activity, commonly known as "Bingo" in which participants pay a sum of money for the use of one or more bingo cards.

Notice

The organization conducting the game is responsible for posting a notice in a conspicuous place on the premises which states name of the organization and the designated number of the members.

Participants

- Each person involved in the conducting of a bingo game must be a resident of the community where the organization is located, a member of the organization sponsoring the game, and may not be compensated in any way for operation of the game.
- A caller in a bingo game may not be a participant in that bingo game.
- No one under 18 years of age shall be allowed to play any bingo game.
- St. Joseph must designate three members to be in charge of the games, one of whom must be present at all time:

Frank & Bernadette Eggleton
Billy & Juliet Brown
Raymond & Norma Simmons

Conduct of the Bingo Game

- Prior to commencement of any bingo session, the member in charge shall verify all objects to be placed in the receptacle and shall inspect the objects in the presence of a disinterested person to ensure all objects are present and that there are no duplications or omissions of numbers on the objects. Any player shall be entitled to call for a verification of numbers before, during, and after a session.
- The card or sheet on which the game is played shall be part of a deck, group or series, no two of which may be alike in any given game.
- All numbers shall be visibly displayed after being drawn and before being placed in the rack.
- When a caller has started to announce a number, he shall complete the call. Any player who has obtained a bingo on a previous number will share the prize with the player who gained bingo on the last number called.
- Numbers on the winning cards shall be announced and verified in the presence of another player. Any player is entitled to call for a verification of numbers drawn.
- Upon determining a winner, the caller shall ask “Are there any other winners?” If no one replies, the game shall be declared closed. No other player is entitled to share the prize unless they have declared a bingo prior to this announcement.
- Neither seats nor cards may be held or reserved for players not present.

Jackpots

Jackpots shall not exceed the value of \$250 or its equivalent and there shall be no more than three jackpots in any one session. All other game prizes shall not exceed \$50.

Raffles/Drawings

All “raffles” and “drawings” are to be conducted and supervised in accordance with Section 849.0935 Florida Statutes. “Drawing by chance,” “drawing” or “raffle” means an enterprise in

which, from the entries submitted to the public by the organization conducting the drawing, one or more entries are selected by chance to win a prize.

All brochures, advertisements, notices, tickets or entry blanks used in connection with a drawing by chance shall conspicuously disclose:

- The rules governing the conduct and operation of the drawing
- The full name of the organization and its principal place of business
- The source of the funds used to award cash prizes or to purchase prizes
- The date, hour and place where the winner will be chosen and the prizes awarded, unless the brochures, advertisements, notices, tickets or entry blanks are not offered to the public more than three (3) days prior to the drawing
- That no purchase or contribution is necessary

It is unlawful for any organization:

- To design, engage in, promote or conduct any drawing in which the winner is predetermined by means of matching, instant win, preselected sweepstakes or in which the selection of the winners is in any way rigged
- To require an entry fee, donation, consideration, payment, proof of purchase or contribution as a condition of entering the drawing or being selected to win a prize. However, a minimum donation or a statement suggesting a minimum payment on any printed material is not prohibited
- To condition the drawing on a number of tickets having been disbursed or a minimum amount of contributions having been received
- To arbitrarily remove, disqualify, disallow or reject any entry or to discriminate in any manner between entrants
- To fail to promptly notify any person whose entry is selected to win of the fact that he or she won
- To fail to award all prizes offered
- To print, publish or circulate literature or advertising material used in connection with the drawing which is false, deceptive or misleading
- To cancel a drawing
- To condition the acquisition or giveaway of any prize upon the receipt of voluntary donations or contributions

The organization conducting the drawing may limit the number of tickets distributed to each drawing entrant.