

Request for Fundraising or Collection Activity

(This form is to be used to request any fundraising event or a collection of items from the parishioners/school families at St. Edward Parish)

For our parish to plan and budget its activities, an application must be submitted for review to the Fundraising Review Committee who will in turn decide if the activity/event meets the guidelines. If the fundraiser is denied, a written explanation will be given to the organizer of the event. An appeal can be made to the pastor. If the request is approved, the approval is ONLY for the activity and the date. Reserving space, having gambling or raffles, or serving food or alcohol must be approved by the persons in the parish who oversee those particular areas.

Submit the following form by email to Debbie Grisanti - dgrisanti@stedward.church for review by the Fundraising Review Committee 30 days before the event.

Proposed Fundraising Activity: _____

Description of how the event will be implemented: _____

Date of Event: _____

Time: _____

Alternate Date, if necessary: _____

Where: _____

Purpose of the funds to be raised: _____

Projected total expense cost for doing the activity: _____

Proposed Chairperson: _____ Phone # _____

Others Involved: _____ Phone # _____

See side 2

Will your event involve serving alcohol? YES _____ NO _____

If yes, contact Judy Kwoka about rules concerning alcohol licenses. 502-267-7494 or jkwoka@stedward.church

If yes, contact Marc Veigl about serving alcohol

502-777-7283 or mveed@att.net

Will your event involve gambling, raffles or games YES _____ NO _____

of chance? If yes, contact Judy Kwoka about obtaining

gaming licenses. 502-267-7494 or jkwoka@stedward.church

Will you need a room or a space on parish grounds to host your event?

YES _____ NO _____

If yes, complete a Room Request Form from the parish

website. Go to stedwardchurch.com and fill in online the Scheduling Room Form

Contact Lisa Park 502-267-7494 or lpark@stedward.church for more information.

Will you promote this activity/event within the parish? YES _____ NO _____

If yes, fill out a Communication Form. The form is

Available from the parish website www.stedwardchurch.com

Look for the word FORMS and click on it to find a variety of forms.

You are responsible for set up and clean up of the room or space used for your activity/events.

Signed: _____ Date: _____

Please add any additional information that you would like to provide the committee to help them make an informed decision. Thank you.

Revised November 11, 2021