



## Saint Luke Catholic Church Solicitation Request 2020-2021

Return this form by February 24 for consideration  
for following year, July 1 through June 30 to [stewardship@stluke.org](mailto:stewardship@stluke.org)

CONTACT INFORMATION	Sponsor Organization: _____
	Applicant Name: _____
	Email: _____
	Address: _____
EVENT INFORMATION	Event Title: _____
	Purpose (Check all that apply): <input type="checkbox"/> Fundraising <input type="checkbox"/> Service <input type="checkbox"/> Community Building / Fellowship
	Requested Location(s): _____
	Requested Date(s): _____
	Requested Time(s): _____
FINANCIAL INFORMATION	Amount to Charge: _____ Per _____
	Income Budget: _____
	Expense Budget: _____
	Explain use of funds. How does this fit in with your overall mission and fundraising goal (add page if needed): _____ _____ _____
	Activity Description (add additional page if needed): _____ _____ _____
SIGNATURES	Applicant: _____
	Staff Director / Sponsor: _____
REVIEW	The Stewardship Commission makes recommendations to the Pastoral Staff for Solicitation Date Allocation and Management. The Commission does so on an annual basis and does not accept requests during its monthly meetings, unless there are emergencies. Room reservations may be requested after approval is received from the Stewardship Commission.
PUBLICITY	Groups may request Narthex tables for two (2) weekends prior to events, space permitting. Bulletin announcements may be submitted per the usual process for no more than three (3) weekends. Website, Twitter, NIC (Narthex Information Center), and e-mail publicity may also be requested (see Leadership Manual).

The Stewardship Commission develops our parish calendar for solicitation and major events. The attachment to this email is the Solicitation Request form for the year beginning July 1, 2020.

To meet the established goals of the Stewardship Commission and to incorporate fund raising into our 2020-2021 budget process, **please submit, by February 24, 2020**, a request form for *each* potential solicitation (fund raising, material goods, etc.) for your ministry. *Each ministry should remember to include a form for all activities in which we ask our parishioners for support, whether that be financial (collections for Scholarship Fund, for example) or concrete (canned food for food shelters).*

**(If you have other major parish events which may impact — or be impacted — by potential fundraising events, please let us know that via a regular email — no form is needed.)**

The attached form can be completed electronically and sent to [stewardship@stluke.org](mailto:stewardship@stluke.org). This email box will be reviewed by Katie Naughton, the person on the Stewardship Commission who has the responsibility to compile, review, and assist in the process of the Stewardship Commission to recommend our calendar for the upcoming year. If you wish to submit a paper form, please send it to me and I will scan it and send it on to Katie.

Please remember that it is highly unlikely that Stewardship will later approve, except in case of emergency, events not approved as part of this process. The Stewardship Commission does not want to have their monthly meetings consumed with late solicitation efforts. And so we thank you in advance for being complete in your requests.

The Commission's role is to make recommendations regarding our solicitation to help our ministries and parishioners be active and participative in the ministry of the parish — while ensuring that there is enough time and volunteer "focus" to have the great number of events which we do at St. Luke.

Thank you in advance for your support of this effort. The Stewardship Commission will begin their approval process for our parish solicitation calendar at their March meeting, making a recommendation to the pastor. Timeliness is important as we collate this information for our Commissions' review.

We have tried to include answers to questions about the form below, but if you have further questions, please contact Katie Naughton, the coordinator for the Commission (email above) or me.

God bless,

Patrick

## SOLICITATION FORM FAQs

**Contact Information?** Please list the name of the organization (e.g., PTO, Christian Social Action Commission, etc.) with the contact and email for this particular event.

**Event Information?** Please enter the name of the event and whether its purpose is fundraising, service, or community building/fellowship. You can enter more than one. Please enter the location (room or rooms) that you would like to eventually reserve for the event, and the prospective date and time of the event. (Once your event is approved, you will be notified and you will be able to make the actual calendar request for the facility space.)

**Financial Information?** Please tell us the fee for the event and whether it is per person, per family, etc. Give an approximate income and expense budget for the event — your profit will be the income less the expenses. How does this event and the projected profit fit in with the overall mission of your ministry? How does the profit goal fit in with the overall fundraising goal for your ministry? Is it your only event, or one of many?

**Activity?** Just give us a description of the event.

**Signatures?** We have a place for two signatures. One is typically for the contact person. The second is for the staff member who is responsible for the ministry. The reason is so that the staff members are aware of the requests made by the ministries which they facilitate.