

**St. Benedict Catholic Church and School  
Fundraising Application**

Please fill out this form and submit to the Pastor for approval.  
We want to know more about you, your goals, and ideas.

**Tell us about you...**

Name of individual or organization planning the event:

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Tell us about your proposed event...**

Name of the event: \_\_\_\_\_

Date(s) / time(s) for the event: \_\_\_\_\_

Location: \_\_\_\_\_

Briefly describe your event. Be sure to include the purpose of the event and any planned activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General Information**

How many guests do you expect to attend or participate? \_\_\_\_\_

How will funds be raised?

Ticket Sales: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Raffle/Auction: \_\_\_\_\_

Sponsorships: \_\_\_\_\_

Benefits provided to participants (entertainment, food, etc.) \_\_\_\_\_

\_\_\_\_\_

Is this a one-time event or annual? \_\_\_\_\_

Will there be a committee to organize your event? \_\_\_\_\_

How many volunteers will be helping with your event? \_\_\_\_\_

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**Promotional Information**

How will you promote the event? (Bulletin, school notice, flyers, posters, mailing, newspaper, web, etc.)

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Who will you solicit for donations? \_\_\_\_\_

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**Budget Information**

Please complete the following budget information, including all expenses and donated items, or you can attach an itemized budget for your event.

**Projected Revenue**

Sponsorship/Ads        \$ \_\_\_\_\_

Registration Fees        \$ \_\_\_\_\_

Ticket Sales            \$ \_\_\_\_\_

Donations                \$ \_\_\_\_\_

Raffle /Silent Auction    \$ \_\_\_\_\_

Other                      \$ \_\_\_\_\_

**Total Projected Revenue**        \$ \_\_\_\_\_

**Projected Expenses**

Food & Beverage        \$ \_\_\_\_\_

Entertainment            \$ \_\_\_\_\_

Rental Fees              \$ \_\_\_\_\_

Printing/Mailing         \$ \_\_\_\_\_

Supplies                  \$ \_\_\_\_\_

Licensing Fees            \$ \_\_\_\_\_

Other                      \$ \_\_\_\_\_

**Total Projected Expenses**        \$ \_\_\_\_\_

**Total Revenue – Total Expenses = \$ \_\_\_\_\_ Anticipated donation to St. Benedict**

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**Reporting / Business Process**

Contracts for the Parish or School cannot be in an individual's name. They must be in the name of SBCCS, 165 Bethany Road, Holmdel, NJ 07733, and contracts can only be signed by a designated employee of same, typically the Pastor or Principal. Contracts may not be signed by volunteers. Additionally, all SBCCS contracts must go through the attorney review process outlined in the SBCCS Fundraising Guidelines.

All checks are to be made payable to *St. Benedict*. Monies received should be deposited at least weekly with the name of the event written on the bank deposit slip. In accordance with Diocesan guidelines, monies should never be taken home by volunteers. All cash and checks received must be processed on the SBCCS campus (a work area is available for use upon request) and then may be removed from the premises only when being taken directly to the SBCCS bank.

Check requests for vendor payments/deposits and expense reimbursement requests require the submission of a completed Check Request Form with the authoritative approval signatures. Please allow 5 business days for processing of vendor payment requests.

A summary financial report of the event is required to be submitted to the Pastor/Finance Council within 30 days of event/program completion.

A formal "Thank you for your support" letter for tax reporting purposes is required to be mailed as appropriate to event donors/participants. The gift acknowledgement letter needs to be approved by the Parish Office/Pastor before sending. Preparation and mailing costs should be included in your expense line item.

Please see the SBCCS Fundraising Guidelines for additional process information. It is the responsibility of individuals/organizations conducting fundraising activities on behalf of SBCCS to be fully aware of and compliant with all SBCCS fundraising guidelines and applicable Federal, State and Local laws and regulations regarding tax reporting, gaming activities, liquor service, etc.

**For Parish Office Use Only**

Date(s) Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

*Add fundraising event to the Official St. Benedict Event Calendar*