

Our Goal

St. Benedict Catholic Church and School (SBCCS), like any institution, will always have ordinary, capital, mission-related, and practical needs. Meeting these needs falls within the gospel-inspired activity of good stewardship.

Fundraising efforts must respect the priorities of the church and school as a whole. They must also honor the historic pool of donors and the frequency with which they are called upon. Expanding the list of contributors who embrace SBCCS' mission is a goal as important as securing funds. Placing specific projects in the context of the total institution is an exercise of good stewardship and community spirit.

SBCCS wants to make any fundraising effort a positive and fruitful experience for everyone. In order to properly approve, coordinate, and achieve results for every fundraising program, the following process is to be followed:

The Process

1. Church and School organizations should complete a fundraising application and check with the keeper of the SBCCS Event Calendar (currently Lori Ulrich at ulrich@stbenedictnj.org) for date availability. Once the date is cleared, the sponsoring organization should submit the application to the Pastor (Father Garry Koch at fgarry@stbenedictnj.org) for review. If the Pastor determines that an application needs further review prior to approval, the Pastoral or Finance Council will be consulted.

The Pastoral and Finance Councils have institutional oversight of fundraising for both the School and the Church. The Finance Council will not approve a fundraising activity that is promoting a business on its campus.

Note: The Council of Better Business Bureau states that, "reasonable use of funds requires that at least 50% of total income from all sources be spent on programs and activities directly related to the organization's purposes." The Advancement and Alumni Affairs Council will not approve an event in which fundraising costs exceed 50 percent of total income. The Advancement and Alumni Affairs Council strives to maintain fundraising costs at 15 percent of the total income and strongly urges event organizers to meet this standard.

2. When approval is granted, the event will be posted to the SBCCS Approved Fundraising Calendar. The leader of each project should inform the Pastor if there is a change in the project or schedule.
3. Contracts for the Parish or School cannot be in an individual's name and they may not be signed by a volunteer. They must be in the name of SBCCS, 165 Bethany Road, Holmdel, NJ 07733. In order to protect SBCCS, all contracts must be reviewed in accordance with the following guidelines. Please allow as much time as possible for the review process. Prior to submission of any agreement to the attorney for review, please make a "common sense" review of the document for the following:
 - Correct names and addresses of the parties; all contracts should reference either the Parish or School.
 - The signatories should be: Parish – Pastor (Rev. Garry Koch) or School – Principal (Kevin Donahue)
 - The contract should list payment terms and detail what goods/services are being received for same.
 - If a contract references another document or reverse side terms and conditions, forward all at the same time for review.
 - If anything looks questionable or contradicts what you believe to be the agreement, point out same.
 - Once you have reviewed the contract it should be submitted (along with any other documents referenced therein) to the Business Administrator, Fran DeMuria (demuria@stbenedictnj.org). If possible, forward the materials as Word documents.

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- The document(s) will then be submitted to the SBCCS/DoT attorney for review.
 - Any comments received back from the attorney must be relayed to the contracting party and any necessary amendments made to the agreement.
 - Upon receipt of an amended agreement, you should review the document to confirm that the requested changes have been made. If not, send it back to the vendor for correction. If you believe that the changes have been made, please advise same in a cover email and resend documents to Fran DeMuria for final sign-off by the attorney before presenting to the Pastor or the Principal for signature.
4. Lori Ulrich, SBCCS advertising and events manager, will review and approve, in advance, all copy for invitations, tickets, advertisements, press releases, posters or other promotional information related to your project. Do not make public announcements or promote the event until you receive written approval from the events person AND then have secured all required licenses/permits. (See # 6 below for additional information regarding licenses and permits.) Note that if an event involves gaming activities (e.g., a raffle) and/or the distribution of alcoholic beverages, the appropriate SBCCS gaming registration and license numbers and/or Social Affairs Permit number MUST be included on all of the above referenced materials - no exceptions!
 5. 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 for deposit. Drop box safes have been installed in the school and church for use as needed. Information on safe use/access is available from the Pastor or Principal.
 6. Events must comply with all applicable Federal, State and Local laws and regulations governing charitable fundraising and special events, including but not limited to gift reporting, gaming activities and liquor service. The IRS requires that all tickets, invitations or entry forms state which portion of the contribution is tax-deductible. If a donor receives a product or service in exchange for their donation, subtract the value (whether or not it is donated) of the product or service from the contribution. The remaining amount is tax-deductible. SBCCS is also subject to a number of Legalized Games of Chance Control Commission (LGCCC) and Alcoholic Beverage Control (ABC) regulations. Additional information is available on the "Licensing Forms" parish web page.
 7. A formal gift acknowledgement letter for tax reporting purposes is required to be mailed as appropriate to event donors/participants. Drafts of acknowledgement letters must be reviewed by the Finance Council to ensure conformity with IRS guidelines. Additional guidance is available on the "Licensing Forms" parish web page (see Charitable Contribution Substantiation).
 8. If you plan to solicit contributions, sponsorship or in-kind gifts from local businesses, the Finance Council must review the list of potential business sponsors before being solicited. Please remember that many individuals and businesses already support SBCCS and may not wish to make additional donations.
 9. 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.
 10. Event organizers may not keep any portion of the proceeds as profit or compensation for organizing the event.
 11. Every fundraising project should file a written report of its efforts with the Advancement and Alumni Affairs Council as soon as possible after its conclusion, but no later than 30 days after event/program completion. (LGCCC reporting, if applicable, must be done within 5 calendar days as noted in the

The Process cont'd...

Gaming License Guidelines). Fundraising efforts encompassing more than one month must report activity to the Finance Council regularly.

12. The Finance Council shall encourage applications for fundraising events and activities that demonstrate or reliably promise opportunities to increase SBCCS revenue.
13. 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.

Thank you for your support of St. Benedict Catholic Church and School.