

INSTRUCTION ON TRANSPARENCY IN FUNDRAISING

Overview and FAQ

OVERVIEW

With abundant generosity, the Catholic Faithful of the diocese are continually supporting worthy causes that further the mission of Christ and his Church. Because of the creativity of the Holy Spirit who enlivens our Church, there are always abundant ways to financially support the work of God. Responding to the call of the USCCB, and to ensure that the material wealth of the faithful is used responsibly, Bishop McKnight has issued this policy for the Diocese of Jefferson City to facilitate transparency and clarity in fundraising.

This Instruction on Transparency in Fundraising establishes the processes by which Catholic organizations receive approval to conduct fundraising activities and then report their results in a clear and understandable manner.

Everyone seeking to solicit Catholics for a fundraiser in the Diocese of Jefferson City should read this instruction in detail and submit the required documents to ensure their fundraiser is in compliance.

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FREQUENTLY ASKED QUESTIONS:

HOW DOES IT WORK?

- Before holding a fundraiser, all individuals, groups, or organizations request written approval from either their pastor (for fundraisers confined within a parish) or the bishop (for fundraisers that cross parish boundaries or seek to raise funds across the diocese). A sample form is included in this instruction.
- After the fundraiser is complete, a report must also be filed with the pastor or bishop. A sample of this form is also included in this instruction.

MY ORGANIZATION DOES SEVERAL OF THE SAME KIND OF FUNDRAISERS EACH YEAR, DO I HAVE TO DO A SEPARATE PERMISSION AND REPORT FOR EACH FUNDRAISER?

- No. Organizations that conduct recurring fundraisers are encouraged to seek one annual approval covering all their fundraisers. For example, only one permission is required for a group that has four bake sales in a year. However, please note that separate permission is required for different kinds of fundraisers. If you conduct a bake sale, a raffle, and a silent auction, three permissions are required.
- Post-fundraiser reports can also be filed as one year-end document as well. In fact, some organizations already produce annual financial reports that can be submitted to fulfil this requirement.

WHO HAS TO APPLY?

- Every organization that seeks to raise money from Catholics or for Catholic purposes in the diocese must follow these steps to ensure transparency. This includes any organization (corporation, foundation, endowment, etc.) which is controlled by or responsible to the Bishop of Jefferson City and any organization which exists for the benefit of a parish, school, or other Catholic entity in the diocese.

HOW EARLY SHOULD I SUBMIT MY PAPERWORK?

- It is important that groups seek approval for fundraisers as early as possible to ensure fundraising activities can commence without delay. Recurring approval can also be granted on an annual basis. It is recommended to seek approval at least 30 days in advance.

WHAT IF MY FUNDRAISER IS REJECTED?

- This policy is not intended to reject any well-intentioned, well-run fundraiser. Rather it is meant to provide more transparency to these efforts and ensure Catholics in our diocese can make informed giving decisions. However, if your fundraiser is rejected you have the opportunity to modify the fundraiser so as to comply with the policy.

WHERE CAN I SEE FUNDRAISING REPORTS TO HELP ME MAKE INFORMED DECISIONS ABOUT MY GIFTS?

- Documentation for fundraising approvals and fundraising reports will be kept at the parish and diocesan level. Parishioners seeking to see approvals and reports about parish-level fundraisers can seek those from their pastor. All approvals and reports made at the diocesan level will also be either published online or readily available upon request. Furthermore, all donors to a particular fundraiser should be provided a copy of the report.

WHEN DOES THIS TAKE EFFECT?

- January 1, 2024.

