

St. Cronan Special Collections Nomination Form

Organizations that would like to fundraise through a Special Collection at St. Cronan Catholic Church are invited to complete the following form to be reviewed by the St. Cronan Church Council. A “special collection” is defined as fundraiser that is announced during a church service and for which the offertory basket is passed among the pews.

Organizations hosting Special Collections must:

- Support a charitable purpose that is consistent with St. Cronan’s mission and charisms
- Be a nonpartisan service organization
- Be based in the St. Louis Metro Region or have a significant local presence/representation (with the exception of foreign missions)
- Hold federal tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code (Special circumstances may allow for non-501(c)(3) collections, as in the case of a collection for an individual or family in need)

To be considered for a Special Collection, please complete the accompanying form and email it to Pastoral Administrator Mary Ward at mary@stcronan.org. Completed forms are considered by the St. Cronan Church Council at their monthly meetings.

If the request is approved:

- The person who submitted the form will be notified of the status of the request and the timing of the Special Collection.
 - The Church Council may approve a request for a special collection, but defer its implementation to a future time period, based on the timeliness of the related fundraiser and scheduling of other special collections.
- The person who submitted the form will coordinate with the church staff for physical announcements at masses and in Cronan Talk, along with how donations will be gathered.
 - Please note: St. Cronan prefers that donations to Special Collections be provided by check, made payable directly to the specified organization.

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Instructions: Please email completed form to Pastoral Administrator Mary Ward at mary@stcronan.org. Completed forms will be reviewed at the next Church Council meeting, which is held the first Wednesday of every month (except January).

Organization/Program Information	
Organization/program name:	
Mission:	
EIN Number:	
Type of organization: <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(4) <input type="checkbox"/> Governmental <input type="checkbox"/> Other	
Website:	
Address:	
Organizational contact name:	
Organizational contact title:	
Organizational contact email address:	
Organizational contact phone number:	
Special Collections Request	
Purpose of financial support request:	
Requested timeframe of Special Collection (Please note if request is time sensitive):	
St. Louis Connection: <input type="checkbox"/> Headquartered in St. Louis Region <input type="checkbox"/> Presence in St. Louis Region <input type="checkbox"/> Both <input type="checkbox"/> None	
Name(s) of St. Cronan members involved in organization/program (if applicable):	
Would someone from the organization be available to present a 30-second announcement at St. Cronan masses (Saturday 5:00 pm, Sunday 8:00 & 10:00 am)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(St. Cronan staff and Church Council reserve the right to review all fundraising announcements.)</i>	
Name to make checks payable to:	
Person Submitting Form <i>(Only required if different from Organizational Contact Person)</i>	
Name:	
Email address:	
Phone number:	

FOR ST. CRONAN CHURCH COUNCIL USE ONLY

Date request submitted:	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date approved/denied:	
Timing of Special Collection:	
Other Notes:	