



Fundraising Meal Protocol

The purpose of this document is to delineate the rules that apply to a Council-sponsored Fundraising meal done by the Knights of Columbus, Council 12,652, Holy Cross Church, Lewiston. Council events are covered under liability insurance. Thus, for any fundraising meal To be covered by this liability insurance, it must be voted on and approved by the Council prior To implementation of a meal. The following rules apply to approval, sponsorship and support from this Council in the implementation of a fundraising meal:

- Criteria for the charitable sponsorship of a meal; family or person in financial or physical Distress, non-profit group fundraising, church fundraising, non-profit member fundraising.
- No more than one supper will be sponsored per group per calendar year except for extreme cases voted upon by the council.
- Request letter must be sent to the Grand Knight for presentation to the Council at a Council meeting for consideration and vote, at least one month prior to the date requested.
- The Council will vote and approve or turn down the request.
- The group requesting supper is in charge of the following: advance ticket sales, notification to the Council of number of meals to serve, publicity of the event, assistance in setting up, serving, cleanup and desserts.
- The Council will charge the group \$0.50 per setting to cover serving supplies, unless the group supplies their own items.
- The Council will charge for food supplies purchased by the council.
- All monies, bills and receipts must be given to the Council Financial Secretary and/or Treasurer for accounting purposes, using the Council accounting worksheet.
- The group may have a 50/50, raffle and door prizes at the supper. Any monies raised by these events will not be handled by the Council and go directly to the group.
- All unused and unopened supplies and/or food will be returned for credit.
- All above items are at the discretion of the Council.
- Due to holidays, the Council prefers to not sponsor and fundraising meals during November and December, other than the Council bean suppers unless otherwise approved by the council.
- The head of the kitchen crew will be responsible for accounting and recording the cost of food and supplies.
- A director of the council will be responsible for coordinating the event with the beneficiary; If a family event the “family director”, if a youth event the “youth director”, if a community event the “community director”, if a church event the “church director”.

Supper beneficiary name: _____ Date of Meal: _____
 Contact info: _____ Phone: _____

Request receipt date: _____ Council vote date: _____
 Review & date: For KC: _____ Group: _____

Attach request letter