

St. Joseph Parish Pewamo, MI Event Planning Guide

Please read this guide in its entirety prior to starting plans for your event. This guide contains helpful worksheets and resources to assist you in your planning.

This guide also contains all necessary worksheets, forms, and approvals for the Parish Office.

If you have any questions while working through your event, please contact the Parish Office.

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Appendix

See website for necessary forms: <https://stjosephewamo.org/event-planning-resources/>

Letter from the Pastor

Dear Event Organizer,

Thank you for being a steward of the gifts bestowed upon our parish. St. Joseph-Pewamo is a Stewardship Parish. This means that every event we host must follow the stewardship model embracing Time, Talent, and Treasure while being completely centered around Jesus Christ and our Catholic faith.

Whether the event is strictly social, a fundraiser, or a prayer experience, everything St. Joseph-Pewamo hosts must be led by our faith first and foremost. As St. John relates Jesus' words, "Remain in me, as I also remain in you. No branch can bear fruit by itself; it must remain in the vine. Neither can you bear fruit unless you remain in me. 'I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.'" (John 15:4-5 NIV)

Any event that follows the Stewardship Model looks at the purpose of the event, the intended goal, and the means of reaching that goal through the lens of Stewardship. On the next page of this guide, you will find a way to help you review the three pillars of stewardship as they relate to your event. We encourage you to prayerfully reflect on the Stewardship Model and allow God to work through you. Intentionally become the hands and feet of Christ.

Thank you for your service to St. Joseph-Pewamo and thank you for embracing the Stewardship Lifestyle by using your talents to honor and appreciate God! The Parish Office is here to support you in your ministry. Please reach out for assistance at any time.



Fr. Darrel Kempf

Stop to Pray



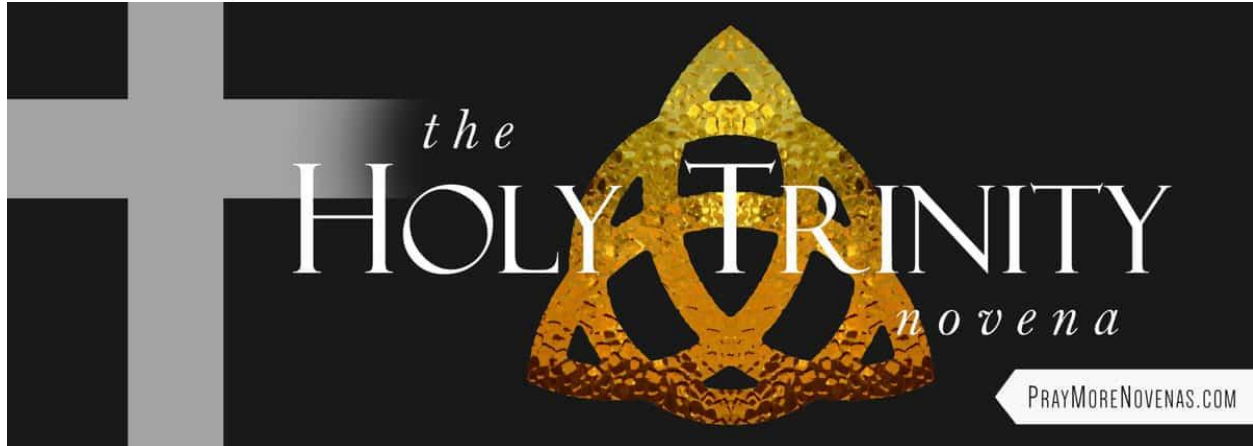
Before proceeding in reading this guide
and/or starting the planning for your event,
STOP TO PRAY.

As an optional prayer, a Novena has been
provided on the next page for your convenience.

You are welcome to use any prayer method you wish to use,
however we ask that you take a discernible amount
of time in prayerful reflection to ensure that
everything we do is Christ-centered and Christ first!

PRAY A NOVENA

The Holy Trinity is a great mystery of the Church. The Church teaches that there is only one God but our one God is made of three Persons. The Father, the Son and the Holy Spirit all make up our one God. God the Father has no origin, He didn't come from anyone. But the Son comes from the Father and the Holy Spirit comes from both the Father and the Son. The Father has the particular power of creation, the Son brought us knowledge about the Father, and the Holy Spirit brings us goodness and holiness. The doctrine of the Trinity is a foundation of Christianity. When God became man, Jesus gave us the opportunity to experience the Trinity. We praise the Holy Trinity every time we pray by beginning and ending our prayers with the Sign of the Cross.



Begin Every Day:

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Glory be to the Father, Who created me in the image and likeness of God.

Glory be to the Son, Who through his Passion and Cross, triumphed over hell and showed me the way to heaven.

Glory be to the Holy Spirit, Who cleansed me of my original sin at Baptism and blesses me with graces every day.

Glory be to the Holy Trinity! Amen.

Holy Trinity Novena - Day 1

O most Holy Trinity, bless me with the gifts of the Holy Spirit. Please give me wisdom so that I may recognize the importance of others and keep God central in my life. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 2

O most Holy Trinity, bless me with the gifts of the Holy Spirit. Please give me understanding so that I may grasp the meaning of God's message. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 3

O most Holy Trinity, bless me with the gifts of the Holy Spirit. Please give me knowledge so that I may think about God's revelation and know that there are mysteries of faith beyond my understanding. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 4

O most Holy Trinity, bless me with the gifts of the Holy Spirit. Please give me counsel so that I may know the best way to follow God's divine plan in my life. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 5

O most Holy Trinity, bless me with the gifts of the Holy Spirit. Please give me fortitude so that I may have the courage to do what is right in Your eyes. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 6

O most Holy Trinity, bless me with the gifts of the Holy Spirit. Please give me piety so I may pray to God with real devotion. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 7

O most Holy Trinity, bless me with the gifts of the Holy Spirit. Please give me fear of the Lord so that I may experience the feeling of amazement before God. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 8

O most Holy Trinity, bless me with the fruits of the Holy Spirit. Please give me joy so that I may know that all happiness comes from You. Please, also, pray for me and my intentions (State your intentions here).

Holy Trinity Novena - Day 9

O most Holy Trinity, bless me with the fruits of the Holy Spirit. Please give me goodness so that I may be an example of Your goodness in the world. Please, also, pray for me and my intentions (State your intentions here).

[End Every Day:](#)

With my voice and my heart, I glorify You, Father, Son and Holy Spirit. You are great and do wonderful things. You alone are my God. All praise and honor and glory are yours now and forever, O most Holy Trinity! Amen.

Glory be to the Father, Glory be to the Son, Glory be to the Holy Spirit,
As it was in the beginning, is now, and ever shall be, world without end. Amen.
In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Stewardship Model

Pillar of Time

How is your event intentionally putting Christ as the focus?

How are you ensuring that you are praying through your words, actions, and intent?

How are you encouraging your volunteers and guests to embrace their faith?

Pillar of Treasure

Are your plans frugal and responsible for the financial treasures we have?

Are you able to reduce or cut costs with donations or plan adjustments?

How are you embracing non-financial treasures (other things people are rich in)?

Pillar of Talent

How are you welcoming and inviting the parish to help?

How are you encouraging people to use their individual talents?

Are you just seeking a helper or are you fostering their growth?

Planning and Approvals

Every event must follow the event planning procedure.

Approval of Event

Required paperwork:

1. Event Contact Form (See Appendix 1)
2. Event Proposed Plan & Goals (See Appendix 2)
3. Event Proposed Budget (See Appendix 3)
4. Event Proposed Timeline (See Appendix 4)

Once paperwork is completed, submit paperwork to the Parish Office for review by the Pastoral Council and for Pastor approval.

**Approval Request must be submitted a minimum of 6 months before the event.
Events not listed in the Event Booklets will not be accepted.**

No contracts or licenses may be requested, submitted, or signed before approval has been received.

Quick changes or last minute changes look like poor communication.

Incorporating Liturgy and Worship

Every event held at St. Joseph Parish is required to be Christ-centered. Everything we do must be for the Glory of the Lord and He must remain our primary focus.

1. The utmost care must be given if you are planning a liturgy or worship program as part of your event. Special attention should be given to every aspect of this part of your event.
2. Any religious or clergy from outside of the Diocese of Grand Rapids requires special permission to Celebrate Mass and present as a speaker. Please contact the Parish Office for assistance.
3. Contact the Parish Office for assistance in scheduling Liturgical Ministers.
4. All Liturgy and Worship materials and planning must be approved by the Parish Office. Please contact the Parish Office to obtain the appropriate approvals. Schedule of event, including readings and other scripture, should be provided.
5. If music is included as part of your liturgy or worship, please coordinate with the Parish Music Director. Only live music is permitted during liturgies.
6. All liturgical celebrations are required to follow the General Instructions for the Roman Missal (GIRM).

Confidentiality

1. Confidentiality is the keeping of another person's information private.
2. All staff and volunteers are required to respect and adhere to all FERPA and HIPAA laws.
3. Adhering to confidentiality means that information is only shared with those who have an innate 'need to know' for the information.
4. Medical, financial, and personal information must never be shared with the general public. The confidentiality of these matters are of utmost importance.
5. This includes disclosing the nature and/or amount of donations received from any individual.
6. As an event coordinator you are not required to complete a confidentiality statement, however you are welcome to use the confidentiality statement included in this guide if you believe it would benefit your group. (Appendix 6)

Scheduling access to buildings

1. Keys and fobs are no longer needed to access the Parish Hall. Doors are set by automatic locks.
2. Please contact the Parish Office to schedule open and close times for all set ups and event times.
3. If your event is being held in an alternate location it is covered by the Parish General Liability Policy and all parish policies are required to be followed.

Bookkeeping and Finance

1. Budget
 - a. The leaders of the event are responsible for tracking and monitoring that they remain within budget. If they believe they will be unable to remain within budget they must speak with the Parish Office to discuss options.
 - b. Auction Bookkeeping should be maintained using Auctria auction website or another approved auction site.
2. Vanco, ACH, Credit Card
 - a. Vanco has fees
 - b. ACH has no fees
 - c. Credit cards are run through Vanco or auction website (if applicable) have option of transferring fees to parish or self
3. Check & Cash
 - a. Starting cash procedure
 - i. Submit request to Parish Office two weeks prior to event using the Cash Request Form found in Appendix 16.
 - ii. Parish Office will schedule for Fr. Darrel to pick up the cash.
 - iii. Once the cash is received the Parish Office will schedule for event committee to pick it up
 - iv. Money must be counted and signed off when transferred from Parish Office to two (2) committee representatives
 - v. The pick up of cash will also include
 1. Requested cash boxes
 2. Security bag (s)
 3. Cash Deposit forms
 4. Cash out procedure sheet
 - b. Procedure for returning cash/checks post event
 - i. Events concluding **during** office hours

1. Prior to submitting the money to Parish Office, all monies must be totaled and signed by two unrelated committee members following the Cash Out procedure sheet.
 2. Event deposit will be placed in the Parish Office safe in a security envelope until the next scheduled money counting time.
 3. Event deposits are counted by the weekly money counters. Any discrepancies will be noted by the money counters and the Parish Office will contact the event coordinator.
- c. Events concluding **after** office hours
- i. Prior to submitting the money to Parish Office, all monies must be totaled and signed by two unrelated committee members following the Cash Out procedure sheet.
 - ii. Event Coordinator will place the event deposit (in security envelope) in the tumbler safe located in the Sacristy.
 - iii. Event deposits are counted by the weekly money counters and will be retrieved from the tumbler safe during their weekly count. Any discrepancies will be noted by the money counters and the Parish Office will contact the event coordinator.
4. Cash Out Procedure
- a. If multiple cash boxes are utilized during the event, it is highly recommended that each cash box use a separate Cash Deposit Form for each box. This will help to narrow down any possible discrepancies and allow for better tracking of profitability of activities if boxes are separated in that means.
 - b. Two event representatives will count the cash individually.
 - i. If the amounts match, record the information on the Cash Deposit Form. Both representatives must sign the form at the bottom.
 - ii. If the amounts do not match, both members must recount the cash individually.
 - c. If multiple Cash Deposits are used, wrap the cash inside the Deposit Form and secure using a rubber band.
 - i. Place all Cash Deposits into the security envelope.
 - ii. Tear the top tag of the envelope off and place it inside the envelope.
 - iii. Seal the envelope by tearing the silver strip off and pressing the envelope together.
5. Returning Cash Boxes
- a. If the Parish Office is open at the end of your event, return Cash Boxes to the Parish Office with your security bag.
 - b. If the Parish Office is closed, place the Cash Boxes in the kitchen and Parish Office staff will return them to storage.
6. Depositing security bag
- a. If the Parish Office is open, bring the security bag to the office.

- a. If the Parish Office is closed, deposit the security bag in the tumbler safe located in the Sacristy.

7. Purchasing

- a. Purchase request form
 - i. All purchases require a Purchase Request Form. Your purchase request must be approved prior to making the purchase.
 - ii. Include estimates when submitting your purchase request.
- b. Use account vendors first, please contact the Parish Office for assistance
 - i. Amazon
 - ii. Gordon Food Service
 - iii. Sam's Club
 - iv. Woods Deli
 - v. Gill-Roy's Hardware
 - vi. Muir Village Market
 - vii. Tom's Food Center- Portland
- c. When ordering on account, please use your name as a purchase order number whenever possible.

8. Reimbursements

- a. Reimbursement for personally purchased items is NOT permitted, but a purchase request form must be completed prior to the purchase.
- b. If one-week prior approval is not possible (for example with a marketplace purchase that is time sensitive) purchases may be made with Prior approval and based on the type of purchase. Request Form and Reimbursement Form must still be completed and include a copy of the marketplace purchase indicating the total amount paid. Purchaser must contact the Parish Office for approval before the purchase is made.
- c. All reimbursements will be completed (and checks issued) one week following the date of receiving all completed event paperwork. Reimbursements will not be made for each receipt at the time of purchase.
- d. Incidental Purchases (like a run to the Dollar Store) should be made with the parish credit card. Please see the next section.

9. Incidental costs

- a. Incidental costs are expected while planning an event. Event organizers can should to arrange to use a parish credit card by contacting the Parish Office.
- b. All credit card purchases require a receipt to be returned to Parish Office with the credit card.

10. Leftovers and extra supplies

- a. Extra Supplies
 - i. Leftover items from events should be returned where purchased whenever possible.
 - ii. Please include return receipts with your final paperwork as well.

11. Left-over Food

- a. Left-over prepared food should be donated whenever possible.

- i. Please look for options to donate within the community before having event organizers take the food home.
- ii. Contact the Parish Office prior to your event for assistance for help in scheduling
- iii. Leftover perishable, non-prepared, food and shelf stable food should be donated whenever possible.
 - 1. Contact the Parish Good Samaritan Ministry first.
 - 2. If the Good Samaritan Ministry is not able to accept the donation, please contact Zion Food Pantry. 423 W. Washington St. Ionia, 616-527-1910
- b. Extra supplies are the property of St. Joseph Parish and should be used in a means that is in keeping with our Stewardship Lifestyle. Left-over items and food should be donated to the community and should not be brought home by parishioners or volunteers without explicit permission from the Pastor or Parish Office.
- c. Any items that need to be stored for future events should be organized, clearly labeled, and properly stored on parish grounds, unless explicit permission is granted for alternative location storage.
- d. Please coordinate with the Parish Office.

Safety and Precaution

1. Events with children (outside of care of their own parents)-
 - a. Virtus/ Protecting God's Children
 - i. Any leader or event coordinator who oversees any events that involve children or vulnerable adults are required to complete Virtus Training in compliance with Diocese of Grand Rapids policy.
 - ii. This is a free, one-time class, which (in most cases) can be completed virtually. If you have already completed Virtus Training, you do not need to retake the class.
 - iii. If you completed Virtus Training with another parish or diocese, please let the Parish Office know so we can transfer the records to St. Joseph.
 - iv. See Virtus Information available in the Appendix for more information.
 - v. Expectations to ensure Safe Environments during St. Joseph events.
 1. No windows or doors should be blocked or covered during your event.
 2. If a room is not currently in use, the room must be locked.
 3. Adult to minor ratios should follow the basic principle of 1 adult to every 8-10 students (depending on age) with a minimum of 2 adults.
 4. Electronic communication with a minor
 - a. Must be from an authorized parish platform.

- b. Must also include the parents on all communication.
 - c. All policies and procedures set form in the Electronic Communication with Minors form as provided by the Diocese of Grand Rapids.
 - b. Standards of Ministerial Behavior
 - i. Standards of Ministerial Behavior is a statement of consent to adherence to our Diocese and Parish expectations when representing the parish as a minister.
 - ii. This form is required for all ministers who will be serving with your event.
 - iii. If a minister is registered in the Virtus program, this form can be completed electronically. The system will prompt an email to the minister at time of renewal.
 - iv. To verify that all of the ministers involved in your event have completed this, please send a list of all ministers to the Parish Office.
 - v. See Appendix 12
 - c. Background check
 - i. A State of Michigan background check is required if you are the leader of the ministry hosting the event and/or you serve as the bookkeeper for the event.
 - ii. Please contact the Parish Office to start this process.
 - iii. This form is required to be renewed annually.
 - iv. If a minister is registered in the Virtus program, this form can be completed electronically. The system will prompt an email to the minister at time of renewal.
 - v. See Appendix 13
 - d. Volunteer Driver Form
 - i. This form is required for all ministers who will be driving any parishioner or student while operating under the authority of St. Joseph Parish and/or School.
 - ii. This form is required to be renewed annually.
 - iii. As the event coordinator it is your responsibility to ensure that all drivers have necessary paperwork on file. Send a list of all intended drivers to the Parish Office to verify.
 - iv. See Appendix 15
- 2. Cannot exceed fire code capacity for space
 - a. Church- 320
 - b. KC Room- 52
 - c. Parish Center- 350
 - d. Outdoor space - Not applicable.
- 3. MIOSHA
 - a. All events must adhere to MIOSHA safety guidelines at all times.
 - b. This includes, but is not limited to, access to fire exits, proper signage, and ensuring that the facility is safe for all volunteers and guests.

- i. Do not remove any safety signage either permanently mounted or paper. This includes the fire exit signs and “you are here” signs.
 - ii. Do not disable or cover any emergency equipment including but not limited to exit signs, AED, fire extinguishers, etc.
- 4. Diocesan Policy
 - a. Review and adherence to any current guidelines as they relate to your event is required. Please ask the Parish Office for assistance.
 - b. Adherence to Diocesan Policy is required at all times.

Marketing and Promotions

1. Graphics, Music, and Video
 - a. All graphics, music and video are required to be personally owned by a parishioner or the Parish or must be rights-free.
 - b. No copyrighted images, music, or videos are allowed to be used in parish promotional materials or after event promotions.
 - c. For more information about where to find appropriate graphics and any other questions concerning rights free materials, please contact the Parish Office.
2. Bulletin
 - a. Bulletin announcement must be received a minimum of 2 weeks prior to the weekend desired.
 - b. Submit bulletin requests to the Parish Office via email.
 - c. Please provide any graphics you wish to use with your submission.
3. Facebook
 - a. All events are recommended to also request a Facebook event be posted on the parish and/or school Facebook pages. The primary event contact can also request to be added as a co-host or editor for the event which would allow them to post additional information in the event.
4. MyParish App
 - a. Messages can be sent through the MyParish App for upcoming deadlines as reminders
 - b. Messages can only include text.
 - c. Messages can be linked to more information on the parish website if desired.
5. Parish Website
 - a. Information should be put on the parish website as soon as possible.
 - b. Graphics and text desired should be sent to the Parish Office.
 - c. Please note: website fonts, layouts, and colors are limited. We will do everything we are able to do to make it as close to what you send as possible.
6. Virtus/Protecting God's Children
 - a. All of these practices must be kept in mind when posting materials to the internet
 - b. Children's faces cannot ever be accompanied by the name, school, teacher, etc.

Decorations

1. Church
 - a. Flower arrangements are allowed in the following locations within the church only:
 - i. Front of Ambo (cannot exceed the height of the shelf)
 - ii. On Floor in front of main altar (cannot exceed the height of the altar)
 - iii. On Marian altar
 - iv. On St. Joseph altar
 - v. On ends of pews
 - b. If you wish to leave any flowers or decorations as a donation to our Art & Environment please contact the decorating committee to discuss options prior to the event.
2. Classrooms
 - a. Event organizers are responsible for ensuring the classroom is returned to its original layout (we strongly suggest taking a picture of the room before you move anything)
3. Outdoor Space
 - a. Any picnic tables that are moved must be returned to beneath the pavilion
 - b. Any tents must be approved by the Parish Office prior to installation. All tents must be installed by the tent company.
 - c. Permission to use the concessions building must be requested at the time of the approval for the event.
 - d. Canopy style tents (example: 10x10 tent) are not permitted anywhere on the property per Michigan Catholic Conference guidelines.
4. Fasteners/ Tape
 - a. No tape, tacks, nails, or permanently affixed decorations are allowed
 - b. Any damages to the walls will be the responsibility of the event organizers
 - c. Please be mindful of the fact that 3M strips may take the paint off the walls. It is recommended that you do not use them on the painted block walls.
 - d. Do not paint or permanently change any facilities or buildings.
5. No glitter or confetti is allowed
6. Event organizers are not permitted to remove any parish or school decorations or artwork
7. No emergency signage may be covered or removed. This includes, but is not limited to exit signs, Evacuation Maps, AED location signs, fire extinguishers and fire extinguisher signs, and fire suppression systems.
8. Ceiling decor cannot be affixed to vents. Coordinate with the Facilities Manager to arrange to hang lights from the ceiling.
9. Removal of decorations and cleaning
 - a. This is the responsibility of the event organizer and must be completed before the end of your event.

- b. No decorations or fasteners are allowed to remain.
10. Trash and Dumpster Usage.
- a. Dumpster is emptied every Monday morning.
 - i. Lid must be MOSTLY closed.
 - ii. Nothing can be placed on the ground around the dumpster.
 - b. All trash containers must be emptied.
 - i. Including Hall, Kitchen, Bathrooms and Outdoors (based on the spaces used during your event).
 - ii. Additional trash bags will be supplied and can be found in the kitchen closet.

Contracts & Insurance

1. All contracts must be signed by the Pastor. Ministers are not approved signatures.
2. All contracts and purchases must be made through the Parish Office.
3. All contracts must include a "Request for Purchase" form and any estimates received prior to the contract request. Please include any pertinent emails that include negotiations.
4. Insurance requirements
 - a. All parish sponsored events are covered under our general liability insurance through Michigan Catholic Conference
5. Drivers for parish events
 - a. The minimal, acceptable liability limit for privately owned vehicles is \$300,000 or \$500,000 Combined Single Limit (CSL). A copy of your insurance policy will be required as well as a volunteer driver information sheet (see appendix 15)
 - b. All drivers must have a background check.
6. If an event is held off site, a Certificate of Liability Insurance is required.
 - a. Complete form in Appendix 9 and return to the Parish Office
 - b. Parish Office will contact Michigan Catholic Conference to obtain insurance
 - c. Please allow 2 weeks for this process.

Licenses & Taxes

1. Licensing
 - a. Licenses are required for all raffles, liquor/alcohol sales or distribution, and millionaire gaming (blackjack, euchre, bingo, roulette, poker, etc).
 - b. Event organizers must include license application with their initial request for the event (please contact the Parish Office for help completing this form).
 - c. License applications may only be signed by the Pastor.
 - d. Event organizers are responsible for all license paperwork (before, during, and after the event). This includes, but is not limited to, tax and financial disclosures.
 - e. All state guidelines must be completely followed at all times
 - f. The original copy of all licenses must be stored at the Parish Office. Event organizers will get a copy of the license for their records. AT the time of the event, the Parish Office will provide the organizers with the original license. After the event is completed, the original license must be returned to the Parish Office for filing.
2. Alcohol Sales
 - a. Liquor License
 - i. A [Special Liquor License](#) must be applied for and obtained from the State of Michigan if you plan to offer the sale of alcoholic beverages at your event.
 - ii. A Special License is issued to a non-profit organization that is hosting an event open to the public where alcohol will be served and funds will be

- raised, whether by donation, a purchased ticket, a membership drive, or by some other consideration.
- iii. There is a fee for this application and it considered part of the cost for your event
 - iv. Event organizers are required to follow all Michigan LARA rules and guidelines. Please see [Special Licensing Requirements](#) for more information.
 - v. You do not need to have certified bartenders, however it is strongly recommended. Anyone serving alcohol must be from your organization and follow all necessary Michigan Liquor Control Commission (MLCC) rules and regulations.
 - vi. All your alcoholic beverages must be purchased from an MLCC licensee. Do NOT permit BYOB (bring your own bottle) at your event if you are selling alcohol at the event. Do not sell, offer to sell, or advertise an unlimited quantity of alcoholic beverages for a single price.
 - vii. This license requires a School Board approval (with meeting minutes to prove it) and signatures from the School Board President, local law enforcement, and the event coordinator. Parish Office will assist in coordinating this.
- b. Minors and Alcohol
- i. If alcohol is served at your event, purchased or free, no person under the age of 21 is allowed to attend unless the alcohol area is specifically designated and children are not permitted entry to it (for example: beer tent).
 - ii. Do not allow anyone who is less than 21 years old to purchase or consume alcoholic beverages. Ask for identification and examine it closely. Employment/Volunteering of a minor under the age of 18 must be in accordance with the Youth Employments Standards Act of June 1, 1978, MCL 436.1707.
 - iii. A licensee shall not allow any person less than 18 years of age to sell or serve alcoholic liquor.
 - iv. A licensee shall not allow any person less than 18 years of age to work or entertain on a paid or voluntary basis on the licensed premises unless the person is employed in compliance with the youth employment standards act, 1978 PA 90, MCL 409.101 to 409.124. This subsection does not apply to an entertainer under the direct supervision and control of his or her parent or legal guardian.
 - v. MCL 750.141, Section 141 of the Michigan Penal code states that a minor child under 17 years of age shall not be permitted to remain in a dance hall, saloon, barroom or any place where spirituous or intoxicating liquor, wine or beer is sold unless accompanied by a parent or guardian.
 - vi. Under Michigan law, anyone who knowingly sells or furnishes alcohol to a minor is guilty of a misdemeanor. Anyone who fails to diligently inquire

as to whether a person is a minor before selling or furnishing alcohol to a minor is also guilty of a misdemeanor.

- vii. Retail licensees or employees who violate this law may be ordered to pay a civil fine of up to \$100. For a first violation, a person who is not a retail licensee or employee may face imprisonment for up to 60 days and/or have to pay a fine of up to \$2,500. For subsequent violations, the imprisonment penalty may increase to 90 days with the addition of possible community service.

c. Sale tax collection

- i. Michigan Sales Tax (6%) is required to be collected and reported to the State of Michigan Department of Treasury
- ii. The sale of alcoholic beverages at a fundraiser is taxable. Sales tax is due on the total amount of the sales of beer, wine, and liquor. (See Department of Treasury Sales Tax Rule, 1979 AC, R 205.58.)
 - 1. If an organization pays sales tax on alcoholic beverages when purchased and provides the alcoholic beverages at the fundraiser at no additional charge to attendees, then no additional sales tax is owed.
 - 2. If at the fundraiser there is a charge for alcoholic beverages, sales tax is due on the total gross proceeds of the beverage sales (and a credit may be taken for any sales tax paid when the organization purchased the alcoholic beverages).
 - 3. For “beer ticket” sales, sales tax is due on the total number of tickets sold.

d. Final reporting

- i. Event Organizer is responsible for completing [Form 3421](#) and providing all necessary documentation to support the form.
- ii. If sales tax is paid to a supplier and there is no separate or additional charge to attendees for alcohol at the event (such as an “open bar”), then no tax is due on the alcohol provided at the event.
- iii. If there is a “cash bar” or any separate or additional charge for alcohol, sales tax is due on the selling price. If sales tax was paid to the supplier, the nonprofit by request a refund from that supplier under a resale exemption or from Treasury using Form 5633/ A credit cannot be taken on a sales tax return for the tax paid to the supplier.
- iv. If sales tax was not paid for the organization’s purchase of alcohol and the alcohol is included in the donation/admission fee, use tax is due on the organization’s purchase price. If the alcohol was donated, use its Fair Market Value (FMV).

3. Gambling (BlackJack, Roulette, Euchre, Poker, etc)

- a. Refer to [IRS Publication #3079](#): Non-Tax Organizations and Gaming
 - i. Millionaires license

- ii. St. Joseph Parish is a pre-qualified organization with the Michigan Gaming Control Board (MGCB)
 - iii. Event organizers must complete paperwork and submit to Parish Office for signatures and remittance Please refer to [MGCB](#) for more information,
 - b. Record keeping
 - i. Record keeping with Millionaire Gaming is very specific, please read all instructions provided by MGCB
 - ii. All reports are available on [MGCB website](#)
 - c. Final reporting
 - i. All gaming reports are required to be submitted to MGCB no later than the 10th day of the month following the event
 - ii. Final reports packet can be found on [MGCB website](#)
- 4. Auction (live or silent)
 - a. Auction License
 - i. A license is not required to host a live or silent auction
 - ii. Rules of auction must be clearly posted for all participants to review before play. This can be done in the form of signage or in an auction catalog/book.
 - b. Record Keeping
 - i. All records should be maintained on Parish Google Drive and through the auction software (Auctria)
 - ii. When using the auction software, ensure that all information is complete and accurate.
 - c. Collecting Sales Tax
 - i. All auctioned items are subject to sales tax. The fair market value (FMV) and Sale price of the item are used to compute the tax. If the FMV is greater than the sale price then tax is due on the FMV. If FMV is less than the sale price then tax is due on the sale prices
 - 1. Examples:
 - a. Item donated has a FMV of \$100, and it sold for \$60, sales tax is due on \$60 (totaling \$3.60)
 - b. Item donated has a FMV of \$100, and it sold for \$160, sales tax is due on \$160 (totaling \$9.60)
 - ii. Sales tax is required to be paid on all tangible times (or bundled packages including tangible items), purchase of prepared food and drinks, and alcohol sales (including alcohol tickets)
 - iii. Sale tax is not required for auction services which do not have a tangible product you can keep (like maid for a year or front row pew for Easter), concession items (pre-packaged foods like can of soda or candy bar), raffle tickets, or event tickets.
 - iv. Receipts

1. Receipts are required to be issued to all donors showing the value of their donation and an accurate description of what was donated.
 2. Receipts are required to be issued to all winning bidders after payment has been received.
- v. Final reporting
1. Event organizer is responsible for completing all final reporting paperwork requirements
 2. Event Organizer is responsible for completing [Form 3421](#) and providing all necessary documentation to support the form.
 - a. Final report to Parish Office must include:
 - i. Financial Statement
 - ii. Volunteer Service Record
 - iii. List of all donors
 - iv. List of all participants
 - v. Copy of auction catalog (if one was printed)
 - vi. List of all donation items with winner and bid number listed
 - vii. All paper bidding and/or accounting sheets that were used
 - b. Disclosure to the parish
 - i. All fundraiser events (example: Century Club, Festival, Chicken & Biscuits, any auctions and raffles) are required to provide an event profit and loss statement to be included in the bulletin.
 - ii. Generation of the profit and loss statement is the responsibility of the event organizers.
 - iii. Event organizers should request a copy of the account transaction report and cross reference it to their own financial records.
 1. Discrepancies are reviewed and adjusted as needed between the Parish Office, the bookkeeper, and the event coordinator.

5. Raffles

a. [State of Michigan Raffle Guide](#)

b. License

i. [Application for Raffle License](#)

1. Complete the license application and return to the Parish Office for final signatures and processing.
2. Please include a Purchase Request Form for the application fee required.
3. The Parish Office will process the Purchase Request and mail the application on your behalf.

- ii. Determine what kind of raffle license is needed based on the retail value of prizes to be awarded. NOTE: When prizes are donated, the value of a prize is the retail value had it been purchased. With handmade items, the donor should set the value.
 - 1. A large raffle license is required when the total value of all prizes awarded through the raffle drawings will exceed \$500 in a single day.
 - 2. A small raffle license is required when the total value of all prizes awarded through the raffle drawings will not exceed \$500 in a single day (including any raffle ticket seller incentive prize).
 - 3. Wine Raffles have different rules and regulations than traditional raffles.
 - 4. Please refer to MGCB for more information.
- iii. Ordering Tickets and Ticket Requirements
 - 1. Preprinted tickets must include the raffle license number, word "Raffle," name of licensee, drawing date(s), drawing time(s), top prize, raffle location, and ticket price. It must also contain a stub for the purchaser's name, address, and phone number. A unique sequential ticket number must be printed on both the ticket and the stub.
 - 2. Raffle tickets can NOT contain the word "Lotto" or "Lottery."
 - 3. What else can be printed on the ticket?
 - a. Additional prizes.
 - b. Any limited quantity of tickets to be sold or odds of winning.
 - c. In the case of a large prize giveaway, it is recommended to include a disclaimer that reads, "If xxx (indicate number) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (indicate dollar amount) awarded."
 - d. "Tickets compliments of..." (Look for local sponsors to cover ticket printing in exchange for recognition on the ticket.)
 - e. "Proceeds to benefit..."
 - f. Coupons for discounts at local merchants.
 - 4. Record Keeping and Sale of Tickets ([Forms and Information](#))
 - a. The [Raffle Ticket Accountability form](#) is required and included in your license packet. When used properly, this form will manage the issuance of tickets to ticket sellers. Exception: In the case of a progressive raffle, the Progressive Raffle Accountability form must be completed electronically rather than the Raffle Ticket Accountability form.

- b. When pre-printed tickets are used, determine the last date for ticket sellers to return unsold tickets, stubs, and cash. Allow enough time to follow-up with those who are late and ensure that all stubs from purchased tickets will be included in the drawing.
- c. If tickets are issued to ticket sellers prior to the event, it is very important that ticket sellers provide their phone number and it is even helpful to have an email address in case of problems contacting the seller by phone.
- d. As tickets are issued to sellers, log the beginning and ending ticket number and the total number of tickets issued (not number of bundles) on the Raffle Ticket Accountability form.
- e. The Raffle Ticket Accountability form is NOT to log sales to ticket purchasers. For any locations that will be selling tickets to purchasers (such as the office), issue bundles of tickets to a responsible person at that location and record tickets issued on the accountability form.
- f. Secure any tickets not yet issued to sellers.
- g. Ticket stubs and unsold tickets and complete ticket register must be stored for 4 years. Please contact the Parish Office to arrange putting these in storage for you.
- h. All proceeds must be deposited into the organization's financial account within two business days of the event.

NOTE: Deposits from the raffle ticket sales must not be combined with any other monies.

- c. Tax documents ([Information](#))
 - i. It is the policy of St. Joseph-Pewamo that the winning ticket be affixed to a completed copy of IRS [Form W-2G](#) whether one is required or not. This form is used as a means of recording the winner and winning ticket. This form is signed by the winner at time of receipt of prize won as a means of confirmation of receipt.
 - ii. If a form is required by the IRS, based on the award amount, the Parish Office will submit it with the tax form as required by law.
- d. Final Reporting
 - i. Event organizers are required to compile After Event Gaming Records as listed in [State of Michigan Raffle Guide](#) Page 15 (After Event list).
 - ii. Raffle Financial Statement ([Link to form](#))
 - 1. This statement must be filed by the 10th day of the month following the final drawing.
 - 2. Completion of this form is the responsibility of the event organizer.

3. Event organizer must complete the form and provide all necessary documentation and paperwork as it supports the form (see tax documents above).

e. Winners

- i. If ticket has not been paid for before the drawing, the ticket number is invalidated (they cannot win).
- ii. Winning ticket should be cross-referenced to ticket log to verify before announcement of winner takes place.
- iii. Original ticket stub must be kept and turned in with paperwork

Appendix

Appendix List:

1. Event Contact Form
2. Event Proposed Plan & Goals
3. Event Proposed Budget
4. Event Proposed Timeline
5. Available Equipment List
6. Confidentiality Statement
7. Cash Register
8. List of Parish Contacts
9. Certificate of Liability Insurance Request Form
10. Speaker Contract Form
11. Standards of Ministerial Behavior
12. Background Check Authorization Form
13. Volunteer Driver Information Sheet
14. Virtus-Protecting God's Children
15. Cash Request Form
16. Purchase Request Form
17. Cash Deposit Form

All forms are available on our parish website:

<https://stjosephpewamo.org/event-planning-resources/>