



Committee on Cultural Diversity in the Church
SUBCOMMITTEE ON HISPANIC AFFAIRS
3211 FOURTH STREET NE + WASHINGTON, DC 20017-1194



**In-Service on the National Pastoral Plan
for Hispanic/Latino Ministry
Fundraising Kit**

In-Service Fundraising Ideas

Here are 13 ways Catholic parishes, dioceses, and organizations can fundraise to cover the costs of a 1-day In-Service event.

1. It is recommended that Diocesan Directors add the Diocesan In-Service as a budget item for the corresponding fiscal year.
2. Seek donations from local businesses or community members.
 - a) Ask a local restaurant or supermarket to donate food in exchange for a tax write-off document, free ad, or recognition in a bulletin or newsletter. See sample letter below.
 - b) Request a local retailer or office supplies store donate notepads and pens for the event as a tax write-off. See sample letter below.
 - c) Request local retailers to donate gift cards so that you can purchase any supplies needed for your event or to raffle as a fundraiser. See sample letter below.
 - d) Request a donation from a local casino or business. See sample letter below.
3. Seek sponsorship funding from local Catholic organizations or institutions in exchange for allowing them to exhibit at your event and additional advertising opportunities.
4. Charge for exhibiting at your event. Create a package for exhibitors that includes prime booth locations and additional advertising opportunities.
5. Host a fundraising dinner or luncheon.
6. Seek sponsorship from various ministry groups in the parish/organization/diocese.
7. Request donations from parishioners during Mass one Sunday.
8. Partner with local restaurants for a dine-out night, where a percentage of sales go towards the event. Market the event to parishioners or members of your organization.
9. Create and sell custom merchandise, such as t-shirts or mugs.
10. Sell V Encuentro/Eucharistic Revival crosses and V Encuentro Pocket Gospels. They can be sent to you upon request. Contact Alejandro Aguilera-Titus – aaguilera-titus@uscgb.org.
11. Offer a car wash service in exchange for donations.
12. Host a bake sale or breakfast/dinner at the parish or organization/institution.
13. Hold a raffle with donated prizes.

These fundraising activities can help generate funds to cover the costs of facilitators, food, supplies, rental space, and liturgists for the event.

Donation Letters

Check with your parish/diocesan/organization development director or business manager to see if you already have templates for this and to ensure that they have not already requested funds from the business/organization. You could also provide the following templates and allow them to edit them accordingly. Make sure to use the parish, diocesan or organization's letterhead. Check the organization/business website to see if they have any limitations for donations since some businesses and organizations do not support religious institutions.

Fundraising Letter for In-Service Event

*[Business/Organization Name]
[Business/Organization Address]
[City, State, ZIP]*

[Date]

Dear *[Name of owner/manager/contact]*,

I am writing to inform you about an important project that we are undertaking at *[parish/diocese/organization name]*. We are currently in the process of developing and enhancing a comprehensive Pastoral Plan for Hispanic/Latino Ministry with the goal of better serving our local Hispanic/Latino community. As part of this initiative, we will be organizing an In-service for *[parish/diocesan/organizational]* leaders to become acquainted with a national plan published by the U.S. Bishops. This In-service program will not only provide valuable insights and knowledge but will also assist us in shaping our own unique plan tailored to our specific needs and circumstances.

The enthusiasm within our *[parish, diocese, organization]* for this project is palpable because we recognize the tremendous potential it holds in fostering a stronger connection and engagement with our Hispanic/Latino community. By developing a well-crafted pastoral plan, we aim to address their spiritual, cultural, and social needs in a more meaningful and inclusive manner. This project represents a significant step forward in our commitment to promoting unity within our *[parish, diocese, organization]* but we need some help in order to reach our goals.

Would you be so kind as to contribute *[donation amount]* to help fund this event? With your help, we will be able to offer the event for free which would greatly benefit our community. Your donation will help offset the costs of meals, rental of space, registration costs, facilitator fees, and supplies. If you are interested in helping us out, please contact *[name and contact information (email/phone number) for person in charge of fundraising]*.

We appreciate any way you can support us in achieving our goals. Please give us a call if there is an alternative or better way you would like to help. We will reach out to you in a week if we have not heard back from you. On behalf of our community at *[parish/diocese/organization name]*, we thank you in advance for supporting us and our mission.

Sincerely,

[Fundraising Leader Name]

[Name of parish diocese, organization] is a **501c3** tax-exempt organization.
Donors will receive a donor acknowledgement letter for IRS purposes.

Restaurant/Supermarket Donation Letter

[Business/Organization Name]
[Business/Organization Address]
[City, State, ZIP]

[Date]

Dear [Name of owner/manager/contact],

I am writing to inform you about an important project that we are undertaking at [parish/diocese/organization name]. We are currently in the process of developing and enhancing a comprehensive Pastoral Plan for Hispanic/Latino Ministry with the goal of better serving our local Hispanic/Latino community. As part of this initiative, we will be organizing an In-service for [parish/diocesan/organizational] leaders to become acquainted with a national plan published by the U.S. Bishops. This In-service program will not only provide valuable insights and knowledge but will also assist us in shaping our own unique plan tailored to our specific needs and circumstances.

The enthusiasm within our [parish, diocese, organization] for this project is palpable because we recognize the tremendous potential it holds in fostering a stronger connection and engagement with our Hispanic/Latino community. By developing a well-crafted pastoral plan, we aim to address their spiritual, cultural, and social needs in a more meaningful and inclusive manner. This project represents a significant step forward in our commitment to promoting unity within our [parish, diocese, organization] but we need some help in order to reach our goals.

We kindly request your support in the form of a food donation for our event. In exchange for your donation, we are pleased to offer you free marketing and promotion opportunities. Your business name and logo will be prominently displayed at our [event materials, on one of our bulletins, newsletters, social media posts, and signage. *It is good to include the reach of each.*]. This will provide valuable exposure to our community and show our appreciation for your generous contribution.

Your donation will help offset the costs of meals for our participants, ensuring that our event is a success and beneficial to our community. If you are interested in helping us out, please contact [name and contact information (email/phone number) for person in charge of fundraising].

We appreciate any way you can support us in achieving our goals. Please give us a call if there is an alternative or better way you would like to help. We will reach out to you in a week if we have not heard back from you. On behalf of our community at [parish/diocese/organization name], we thank you in advance for supporting us and our mission.

Sincerely,

[Fundraising Leader Name]

[Name of parish diocese, organization] is a **501c3** tax-exempt organization.
Donors will receive a donor acknowledgement letter for IRS purposes.

Gift Card Donation Letter

[Business/Organization Name]
[Business/Organization Address]
[City, State, ZIP]

[Date]

Dear *[Name of owner/manager/contact]*,

I am writing to inform you about an important project that we are undertaking at *[parish/diocese/organization name]*. We are currently in the process of developing and enhancing a comprehensive Pastoral Plan for Hispanic/Latino Ministry with the goal of better serving our local Hispanic/Latino community. As part of this initiative, we will be organizing an In-service for *[parish/diocesan/organizational]* leaders to become acquainted with a national plan published by the U.S. Bishops. This In-service program will not only provide valuable insights and knowledge but will also assist us in shaping our own unique plan tailored to our specific needs and circumstances.

The enthusiasm within our *[parish, diocese, organization]* for this project is palpable because we recognize the tremendous potential it holds in fostering a stronger connection and engagement with our Hispanic/Latino community. By developing a well-crafted pastoral plan, we aim to address their spiritual, cultural, and social needs in a more meaningful and inclusive manner. This project represents a significant step forward in our commitment to promoting unity within our *[parish, diocese, organization]* but we need some help in order to reach our goals.

We kindly request your support in the form of a gift card(s) donation for our event. Donated gift cards will be used to purchase supplies needed for the event or for a raffle, which will help us generate additional funds. Your generous contribution will play a vital role in the success of our event and our ability to serve our community.

In exchange for your donation, we are pleased to offer you free marketing and promotion opportunities. Your business name and logo will be prominently displayed at our *[event materials, on one of our bulletins, newsletters, social media posts, and signage. It is good to include the reach of each.]*. This will provide valuable exposure to our community and show our appreciation for your support.

If you are interested in helping us out, please contact *[name and contact information (email/phone number) for person in charge of fundraising]*.

We appreciate any way you can support us in achieving our goals. Please give us a call if there is an alternative or better way you would like to help. We will reach out to you in a week if we have not heard back from you. On behalf of our community at *[parish/diocese/organization name]*, we thank you in advance for supporting us and our mission.

Sincerely,

[Fundraising Leader Name]

[Name of parish diocese, organization] is a **501c3** tax-exempt organization.
Donors will receive a donor acknowledgement letter for IRS purposes.

Donation Acknowledgment Letter

[Donor Name]
[Donor Address]
[City, State, ZIP]

[Date]

Dear [Donor Name],

On behalf of [Parish/Diocese/Organization Name], I would like to express our deepest gratitude for your generous donation of [amount or donated item] on [date donation was received] towards our In-Service event. As part of your donation, you received [Include any benefit or goods they received in exchange (exhibiting booth, advertising, etc.)]. Your support and contribution will play a vital role in the success of our work and in serving our community.

We are incredibly grateful for your commitment to our mission of developing and enhancing a comprehensive Pastoral Plan for Hispanic/Latino Ministry. With your donation, we will be able to cover the costs of meals, rental of space, registration costs, facilitator fees, and supplies, ensuring that our event is accessible and beneficial to all participants.

Your generosity is making a difference in the lives of our [parish, diocesan, organization's] leaders and our local Hispanic/Latino community. By developing a well-crafted pastoral plan, we aim to address their spiritual, cultural, and social needs in a more meaningful and inclusive manner. Your contribution is helping us foster a stronger connection and engagement, and we are excited about the potential impact this will have on our community.

Once again, we extend our heartfelt appreciation for your support. Your donation is making a significant difference, and we are honored to have you as a partner in our mission. We will keep you updated on the progress and outcomes of our In-Service event.

Thank you again for your generosity and belief in our work. Together, we are making a positive change.

With sincere gratitude,

[Fundraising Leader Name]
[Title/Position]
[Parish/Diocese/Organization Name]
[EIN Number]

[Name of parish diocese, organization] is a **501c3** tax-exempt organization.