



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



**Capacitación sobre el Plan Pastoral Nacional
del Ministerio Hispano/Latino**

Kit de Recaudación de Fondos

Ideas para la Recaudación de Fondos para la Capacitación

Aquí se presentan 13 formas en las que las parroquias, diócesis y organizaciones católicas pueden recaudar fondos para cubrir los costos de un evento de capacitación de 1 día .

1. Se recomienda que los directores diocesanos añadan la capacitación diocesana como un elemento del presupuesto para el año fiscal correspondiente.
2. Pedir donaciones de empresas locales o miembros de la comunidad.
 - a) Pedir a un restaurante local o supermercado que done comida a cambio de un documento de deducción fiscal, un anuncio gratuito o reconocimiento en un boletín o boletín de noticias electrónico. Ver la carta de muestra a continuación.
 - b) Solicitar a un comerciante local o tienda de materiales de oficina que done cuadernos y plumas para el evento a cambio de una deducción fiscal. Ver la carta de muestra a continuación .
 - c) Solicitar a los comerciantes locales que donen tarjetas de regalo para que puedan comprar cualquier material necesario para su evento o para sortear como recaudación de fondos. Ver la carta de muestra a continuación .
 - d) Solicitar una donación de un casino local o empresa. Ver la carta de muestra a continuación .
3. Buscar patrocinio de organizaciones o instituciones católicas locales a cambio de permitirles exhibir en su evento y oportunidades adicionales de publicidad.
4. Cobrar por exhibir en su evento. Crear un paquete para expositores que incluye lugares privilegiados para los puestos y oportunidades adicionales de publicidad.
5. Organizar una cena o almuerzo para recaudar fondos.
6. Buscar patrocinio de varios grupos del ministerio en la parroquia/organización/diócesis.
7. Solicitar donaciones de los feligreses durante la Misa un domingo.
8. Colaborar con restaurantes locales para una noche de cena fuera, donde un porcentaje de las ventas se destine al evento. Promociona el evento a los feligreses, miembros de tu organización, o diócesis.
9. Crear y vender mercancía personalizada, como camisetas o tazas.
10. Vender cruces del V Encuentro/Avivamiento Eucarístico y Evangelios de Bolsillo del V Encuentro. Pueden enviarse a petición al contactar a Alejandro Aguilera-Titus - aaguilera-titus@usccb.org.
11. Ofrecer un servicio de lavado de carros a cambio de donaciones.
12. Organizar una venta de pasteles o desayuno / cena en la parroquia u organización/institución.
13. Organizar una rifa con premios donados.

Estas actividades de recaudación de fondos pueden ayudar a generar fondos para cubrir los costos de facilitadores, comida, materiales, espacio, y liturgistas para el evento.

Cartas de Donación

Consulten con su director de desarrollo parroquial/diocesano/organizacional o gerente de administración para ver si ya tienen plantillas para esto y para asegurarse de que no hayan solicitado ya fondos del negocio/organización. También podrían proporcionar las plantillas a continuación y permitirles que las editen de acuerdo con su contexto. Asegúrense de usar el encabezado de la parroquia, diócesis u organización. Verifiquen en el sitio web de la organización/empresa si tienen alguna limitación de donaciones ya que algunas empresas y organizaciones no apoyan a las instituciones religiosas. Las cartas se presentan en inglés ya que las organizaciones típicamente las reciben en inglés.

Carta de Recaudación de Fondos para La Capacitación

[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'd 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.

Carta de Donación para Restaurante/Supermercado

[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.

Carta de Donación para Tarjetas de Regalo

[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.

Carta de Reconocimiento de Donación

[*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.