

**Diocese of Sacramento**  
**Third Party Special Events Coverage**

TO: Pastor or Parish/School Administrator  
FROM: Steffen Boden, Catholic Mutual Group  
DATE: September 13, 2023  
RE: Third Party Special Event Checks

**Effective October 1, 2023 Third Party Special Events payments will no longer be mailed to Catholic Mutual Group.**

An internal decision was made that Catholic Mutual should no longer collect checks on behalf of our members for Third Party Special Events in order to remove our exposure of handling Diocesan money.

Moving forward please follow the new process for receiving, processing, and submitting Third Party Special Event applications.

1. The applicant should complete the application and provide it, along with the \$95 payment, to the parish or school. Keep in mind that there may be additional charges for an event. Examples include inflatables at the event, liquor liability coverage required at the event, if the event spans multiple days, if the event is overnight, etc.
2. The parish/school will then deposit the applicant's payment into their account. The parish/school will NOT send any money/payment to Catholic Mutual Group.
3. The parish/school will email the applicant's completed application to Catholic Mutual Group at [sacramentoevents@catholicmutual.org](mailto:sacramentoevents@catholicmutual.org). Or mail the completed application to 1201 E Highland Ave, San Bernardino, CA 92404. Once we receive the application, we may have additional questions, but will reach out to the parish/school if there are any.
4. At the end of the Special Event Policy term (October 1<sup>st</sup> each year), Catholic Mutual will perform an audit of the special events used by each location in the Diocese and will invoice the chancery office for the events that occurred during the term, noting the number of events that occurred for each location (including any additional charges due for special circumstances).
5. The Diocese of Sacramento's chancery office will then invoice your parish/school for the events used during the term (including any additional charges). Your parish/school will then remit payment to the chancery office.

**Please discard any old applications that you may have on file and begin using the enclosed application for all events taking place after October 1, 2023.** Please make copies of the enclosed application for you to keep on file. Updated special event guidelines are also enclosed if you have questions about special events. Should you have any questions about the new procedure, please do not hesitate to contact me. I can be reached at 1-800-228-6108, extension 2335, or by email at [sboden@catholicmutual.org](mailto:sboden@catholicmutual.org).

Thank you