

ST. VINCENT DE PAUL PARISH EVENT/MINISTRY REQUEST PROCESS

- 1) Complete form below. Any questions – you may contact Sandra Kugler at the parish office.
- 2) Deliver to appropriate Commission Chairperson and **when possible**, plan to attend next Commission meeting to present request. Commission to review/discuss at regular meeting.
- 3) Upon approval by Commission members, ALL requests will then be forwarded by the Commission Chair to **Sandra Kugler via sandrak@svdprogers.com or 636-4020 x 37** to then be reviewed by the Finance & Administration commission.
- 4) Once reviewed/approved by F&A, the request is then given to Msgr. David for final authorization.
- 5) Upon approval from Msgr. David, Sandra Kugler will notify scheduler to reserve space and the director of communications to advertise event in parish bulletin.

ST. VINCENT DE PAUL PARISH COMMISSION CHAIRS

Finance & Administration	Jeff Snyder	254-6771
Formation	Janie Quinn	254-0033
Liturgy & Worship	Meg Higson	925-4233
Parish Life	Jacque Clupny	631-5807
Social Outreach	Pam Raben	903-0171

ST. VINCENT DE PAUL EVENT/MINISTRY REQUEST FORM

Event/Ministry Requested _____ Today's Date _____

Name of Person Heading Event _____ hm/cell/wk
 Phone _____ Email _____

What benefit will this ministry/event provide to the parish? _____

Will this be an **ONGOING** or **ONE TIME** event? Date(s)/Time(s) _____

Approximate # of people expected to attend _____ Preferred Location(s) _____

Will childcare be provided? YES / NO If yes, please attach names of Virtus trained child care providers.

Will there be an admission fee charged? YES / NO If yes, how much? _____

Will food be provided? YES / NO Will there be a charge for the food? YES / NO

Will an outside speaker be used: YES /NO If YES, Diocesan approval **must** be received. Please contact Commission Chair for reference form and submit both forms **AT LEAST 2 MONTHS PRIOR TO EVENT.**

If Fundraiser is involved with this event, the Campus Fundraising Form must also be filled out and attached.

THANK YOU FOR YOUR INTEREST IN REQUESTING A MINISTRY OR EVENT!

****OFFICE USE ONLY****

DATE REC'D & COMMISSION
 CHAIR SIGNATURE _____

DATE APPROVED/COMMISSION
 CHAIR SIGNATURE _____

Is this event included in the current fiscal budget of your commission? YES / NO

DATE REC'D & SECOND COMMISSION
 CHAIR SIGNATURE _____

DATE APPROVED/COMMISSION
 CHAIR SIGNATURE _____

DATE REVIEWED/APPROVED BY F&A _____ PASTOR'S SIGNATURE _____

ADD'L NOTES _____ revised: 4/28/2010

