



Return Proposal Form to:  
Office or office mailbox

**Request Form**

Date of Request: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

1. Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Est. cost proposal \$ \_\_\_\_\_  
Cost of proposal funded by:  
 Parishioner  
 Ministry  
 Parish  
 No cost involved

3. Reason/Impact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

**Decision:**  
 Approved  
 Approved with Modifications  
 Rejected  
 Deferred  
Note: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Presented to:  
 Parish Council  
 Financial Council  
 Sign and Approved by Pastor

See back side

Explanation of requested information:

1) Proposal: Please be specific and attach any additional information to this sheet if necessary. List what ministries if any would be involved or affected with this request and how it would impact it. Indicate when this request requires action or approval.

2) Indicate if this request requires funds and where/who the funds will be provided from. Cost/estimate may also be attached to this form.

3) Benefit/Reason: Be as specific as possible explaining how this proposal will enhance or benefit the Parish. Will this proposal require a ministry or person to continue to maintain or lead this effort once it has been approved (ex: new ministry, new equipment etc...)