

St. William Parish

Event or Program Request Form

Parish Mission: *“To live the Good News so joyfully,
that we can’t help but proclaim it!”*

Parish Goal: *To become an amazing parish that fosters discipleship and
equips disciples to share the Good News.*

Event: _____

Event (or first) Date: _____ **Multiple dates?** **Today’s Date:** _____
(list dates below)

Contact Name: _____ **Phone:** _____

Email: _____

Setup time: _____

How many people are expected to attend?

Event start time: _____

25 people or less

Event end time: _____

Or approx.: _____

Cleanup time: _____

- Church
- Vercelli Room
- Activity Center North
- Activity Center South
- Activity Center Kitchen
- Activity Center St. Paul Room

- Zepf Hall—Upper
- Zepf Hall—Lower
- Rectory Gathering Room
- (Education Center) Disciples’ Room
- (Education Center) Cardinal Maida Room
- (Education Center) Staff Lounge
- OTHER (Specify) _____

If there are recurrent dates for this program, list here: _____

For Office Use Only:

Approved for calendar: _____
Pastor or Business Manager

Events or Programs: From Concept to Completion

1. An idea is presented for discussion at the Commission level.
2. If endorsed by the Commission, but before moving forward, the idea is presented to the Pastoral Advisory Team, which may also present it to the Pastoral Staff. The description of the idea should include comments on how it supports the Mission and Goal of the Parish.
3. The Pastoral Advisory Team and/or the Pastoral Staff evaluates the merits of the proposal and how it supports the Parish Mission Statement and Parish Goal, and identifies any calendar, physical, or personnel issues. If the decision is made to proceed, the project is returned to the Commission, noting steps to be taken such as collaborating with other Commissions, appointing committees, meeting timelines, and clearly identifying who will be responsible for each of the steps involved.

To help the Pastoral Advisory Team and the Pastoral Staff to understand your proposed plans, please **fill out the following for non-fundraising activities**. If a fundraiser, fill out the following pages (3 & 4) for submission to the Stewardship Commission.

Description of the Event _____

Explain how this Event or Program supports our Parish Mission and Goal _____

Purpose for the Event or Program _____

What steps do you envision to make your event happen? _____

Is there a cost to this event or program? _____ If yes, explain the costs and how they will be covered _____

PAT/Pastoral Staff Comments: _____

Fill out the following if the event is a fundraiser:

- Any fundraising that goes beyond the organization’s membership (parish at large, general public) must be submitted to the Stewardship Commission for approval.
- Please complete and return this form to the Church Office at least 8 weeks in advance of the activity, so your request can be added to the Stewardship Commission’s meeting agenda.

Today’s Date: _____

Sponsoring Organization: _____

Contact Person: _____

Describe Fundraising Activity: _____

Does this activity have a community building component?: (Yes/ No) Explain: _____

How does this fundraising enhance the Parish Mission and Goal?: _____

Purpose of the activity—

• Funds will benefit (Group/Organization): _____

• Funds will be used for (specific item/task): _____

Dates Requested for Activity: _____

Length of Activity

Setup time: _____

Event start time: _____

Event end time: _____

Cleanup time: _____

Where will the activity be held? _____

Is this a new or repeat activity? _____

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Who will be the target of the fundraiser? (Church members, school families, etc.): _____

Estimated net funds to be raised (minus expenses): _____

Are initial start-up funds needed? _____

If so, how will these be funded? _____

How will the money be collected? And what safeguards are in place?: _____

Are you required to have a permit or license for this activity?: _____

If so, who is responsible for obtaining the permits or licenses?: _____

NOTE: If approval is granted, the Organization is responsible for following all Parish policies in the handbook of Parish Policies for Organizations. If the activity involves minors, all volunteers must be Protecting God’s Children (PGC) certified, and no alcohol may be present at the event.

Signature of Responsible party

Date Submitted

Approval Information: Approved

Not Approved (see reason below)

Chairperson, Stewardship Commission

Pastor/Business Manager

Stewardship Commission Comments: _____

For Office Use Only:

Date Received: _____
Date Processed: _____

- Confirmed
- Pending, due to calendar conflict.