

*St. Elizabeth Ann Seton Catholic Church*  
2016 Willis Lane  
Keller, Texas 76248

January 30, 2013

Dear Organizational Leader,

We are asking that ALL parish organizations, large, small, new or old, complete the *Request for Parish Organization Approval* in order to have their organization approved here at St. Elizabeth Ann Seton.

Why is this necessary? As a very large and growing parish family, we need to get an accurate assessment of all the active organizations that we have. Over time, organizations come and go, as does organizational leadership and contact information. This is a chance to catch up and get current. With your help, we will be able to accomplish the following:

- Update our master list of active parish organizations,
- Include the name of your organization and your unique mission statement on our website and in printed materials to new families,
- Inform you on the guidelines and policies that you will be required to follow as you function within the Diocese and our Parish,
- Find out how we, as a parish staff, can help your organization.

It will be important that we meet so that I can go over what is expected with regard to our guidelines, policies and procedures, as well as answer your questions and hear from you. My thought is that I will send you the information in advance to give you an opportunity to review it, and then follow up with a mandatory meeting to answer questions and cover key points.

The meeting will be brief, probably an hour, with a morning, afternoon or evening session that you can choose from on various days. Attending the mandatory meeting will be necessary in order for your organization to be 'active' and in good standing with the parish. Exact dates will be announced later, but for now, I am looking to schedule for late March or early April.

**The deadline to have the *Request for Parish Organization Approval* completed and turned in is February 25<sup>th</sup>.** You can mail it or drop it off at the office, or scan and email to my attention, [dwagner@seascc.org](mailto:dwagner@seascc.org). Please contact me if you have any questions, 817.623.2437. Thank you!



Donald L. Wagner, MBA  
Business Manager

## *Request for Parish Organization Approval*

*(Attach additional sheets as necessary)*

Name of Organization \_\_\_\_\_ Acronym \_\_\_\_\_

Year Started \_\_\_\_\_

Purpose / Mission Statement

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Do you have elected officers? Y N      Attach a list of elected officers or positions of key people and identify if any of them are NOT members of our parish. Include contact name and information such as phone number and email address for our internal use.

How many members do you have? \_\_\_\_\_ Attach a list if you have this available.

How often do you meet? \_\_\_\_\_ Where do you meet? \_\_\_\_\_

### *Programs*

What are some recent accomplishments, events or activities of your organization?

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Do you have guest speakers? Y N      Recent speakers: \_\_\_\_\_

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### *Financial*

Do you collect dues? Y N      Do you have fundraising or handle money? Explain what kinds, purposes, etc.

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Does your organization have a checking or savings account? Y N

If yes, with whom? \_\_\_\_\_

What name(s) are on the Signature Card? \_\_\_\_\_

What is the Tax ID# that is used for your account? \_\_\_\_\_

### *Safe Environment*

Are children or youth involved with your organization? Y N If yes, how? \_\_\_\_\_

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*Driving*

Does your organization do any carpool driving of youth, parents, volunteers, etc. to events or activities, including gathering here and then driving to your planned event or meeting? Y N

*Administration*

Does your organization have a need to use the volunteer copy machine? Y N

Does your organization need an access card to selected parish facilities? Y N

*Other needs?*

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I am requesting permission for \_\_\_\_\_ to operate and function as an approved organization of St. Elizabeth Ann Seton Catholic Church.

We commit to having a member attend one of the mandatory parish information meetings.

As an officer and/or representative of the requesting organization, I understand that we will comply with all applicable Diocesan / Parish policies and requirements, including the Safe Environment program, Cash Collection & Receipts, Credit Checks and Driving Record Checks where required. (Presented at the mandatory information meeting.)

Requestor Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Requestor Signature \_\_\_\_\_

*Parish Review:*

Business Manager \_\_\_\_\_

Pastor \_\_\_\_\_