

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

August 18, 2016

Dear Ministry/Organizational Leader,

We are asking that every Parish Ministry and Organization, whether large, small, new or old, complete the *Request for Parish Organization Approval* in order to be approved here at St. Elizabeth Ann Seton for the coming fiscal year, July 2016 through June 2017.

Why is this necessary? As a very large and growing parish family, we need to have an annual update of all the active Ministries and Organizations. Over time, groups 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 Ministries and Organizations,
- ✓ Include your Ministry and Organization information on our website and in printed materials to new families,
- ✓ Inform you of the guidelines and policies that you will be required to follow as you function within the Diocese and our Parish,
- ✓ Enter your group volunteers into our database for Talent and Time,
- ✓ Find out how we, as a parish staff, can help you.

**Once received, we will schedule your organization for use beginning September 6, 2016.**

You can mail it or drop off your completed Request at the Parish Office, or scan and email to Pauline DellaSala-McGrail at [pmcgrail@seascc.org](mailto:pmcgrail@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***  
***Annual Renewal – August 2016*** (Attach additional sheets as necessary)

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

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

Purpose / Mission Statement

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Leader Name \_\_\_\_\_ Parishioner of SEAS Yes \_\_\_ No \_\_\_

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.

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 Ministry/Organization of St. Elizabeth Ann Seton Catholic Church.

We commit to keeping the parish updated when the information we submitted changes.

As an officer and/or representative of the requesting Ministry/Organization, I understand that we will comply with all applicable Diocesan / Parish polices and requirements, including the Safe Environment program, Cash Collection & Receipts, Facility Use Guidelines, Credit Checks and Driving Record Checks, etc. where required.

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

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

Contact Information Phone \_\_\_\_\_ email \_\_\_\_\_

*Parish Review:*

*Parish Approval:*

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

Pastor \_\_\_\_\_