

Human Needs Committee: Service Project Approval Process

Step 1: So you want to plan a service project at St. Pats? Follow this process to get started.
Please note that a minimum of 30 days notice is required prior to the project start date.



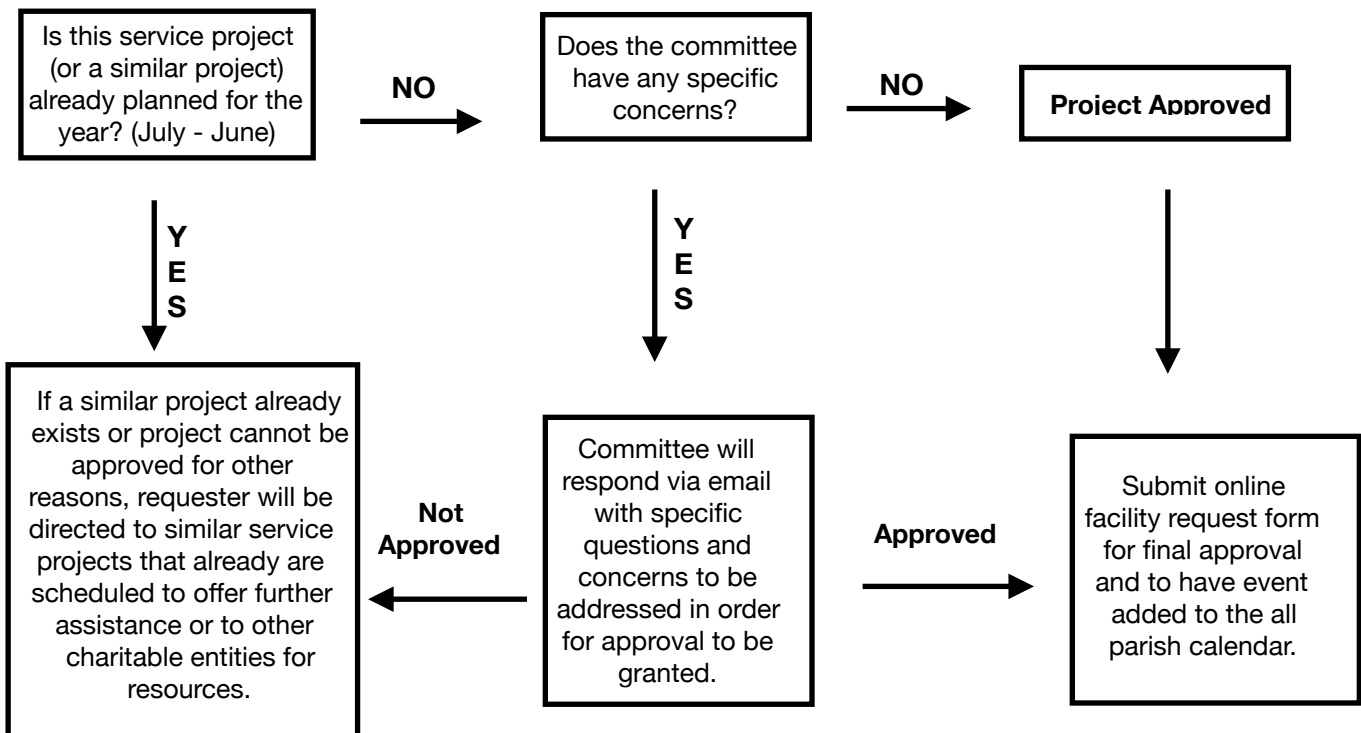
Send an email to the Human Needs Committee
humanneeds@stpatselkhorn.org

Include the Following Details:

1. What group do you represent?
2. Who is the beneficiary of the service project?
3. When will the event take place and what is the duration?
4. What are you asking for? (ie. Money, food, coats, volunteers, other)
5. What are your facility requirements?
6. What will you need in terms of support from the committee?
7. Who are the target participants for the project (ie. School, Women of St. Pats, Boy Scouts)

The Human Needs Committee will respond to emails within 48-72 hours from receipt.

Step 2: Approval Process



Online Facility Request form: <http://www.stpatselkhorn.org/request-for-facility-use.html>



Step 3: Guidelines for Physical Collections

Physical Collections will be handled as follows:

1. No collections in the narthex with the exception of the St. Vincent de Paul food chest.
2. Any physical collections need to be staffed and manned by the ministry group, and must span a short period of time (1-2 hours, before/after mass or before/after school or specified time frame).
3. There will be no storage on the property.