

Faith In Action Program Activity Request for Project

Initiating a Project

Any member of St. Paul's may propose a project or outreach activity for St. Paul's member support to Faith in Action, through the *Living Our Faith Committee*. A written proposal shall be made to the *Committee* that clearly defines the project and its scope, sets project goals, discusses how the project will be conducted, and defines measures for evaluating the success of the project.

Steps:

- 1) Contact Parish Administrator for calendar availability
- 2) Contact Facilities Manager for facilities availability
- 3) Complete the Program Activity Request form on Page 2
- 4) eMail the completed form to Living Our Faith via email at faithinaction@stpaulswc.org. If email is not available, submit a hard copy by placing the request in the Faith in Action mailbox in the church office or mailing it to Faith in Action c/o St. Paul's.
- 5) The Committee will provide a response to the request within one week of receiving the request.

See Page 3 for project evaluation criteria and instructions for completing the form.

Faith in Action Program Activity Request

Submitted by:

Name: _____ Phone _____ email _____

New Ministry: Proposed Name: _____

Existing Ministry: Ministry Name: _____

Program or Activity Chairperson:

Name: _____ Phone _____ email _____

Description of Activity: _____

Date(s) of Planned Activity: _____

Parish Administrator contacted and dates are available

Facilities required: _____

Facilities Manager contacted and space is available

Faith in Action Ministry Data

Activity	Issue	Symptom or Cure	Community	Budget* Source	Estimate # served	Volunteers Required (Y/N)**	Frequency

*Budget Source: fundraising, grant, existing fund account, or individual donation

Volunteer recruiting plan (if required): _____

Include the number of volunteers needed and estimate of time required.

Communications planned: Epistle Bulletin Website Announcements Other:

Name of Communications Chair: _____

Faith in Action Program Activity Request

Evaluation descriptions and Instructions for completing the form:

Project Evaluation

The Committee shall evaluate the project in accordance with our mission and the following criteria:

- Issue coverage (basic human needs: food, shelter, medical care, job, etc.)
- The activity alleviates a symptom or attempts a transition toward a permanent cure
- Geographic scope and demographics that the activity will serve
- How the project will be funded.
- Evaluation of required resources available and the ability to provide resources.

Sample:

Activity	Issue	Symptom or Cure	Community	Budget Source	Estimate # served	Volunteers Required (Y/N)**	Frequency
Youth Homes Aftercare New Resident Packs	Homeless	Symptom	CCC	Individual Donations *	5-10 annually	Y	Ongoing collection

*Individual donations – Request donors to attach a receipt or an estimate of the cost of the item(s) to enable tracking of non-monetary donations.

Fundraising – if fundraising is required, provide a copy of the fundraising plan and timeline.

** If volunteers are required, describe recruiting plan.

Communications – Provide a copy of planned communications that includes a description of the activity, dates, request receipts, contact name, name of the outreach program, request volunteers if needed. Plan to communicate the activity 1 month prior to the activity date if possible.

Epistle – deadline: 3rd week of each month

Bulletin – deadline: Thursday each week

Announcements: deadline: Thursday each week

Church Calendar – Contact the Parish Administrator and Facilities Manager for approval of activity dates. Describe where activity will be held, facilities needed, name of activity chairperson and contact information.