



At Sacred Heart Parish, we welcome and encourage parishioners to recommend and initiate programs and events to serve our parish community. It is important that all initiatives align with the values of our parish and our Catholic faith. Please provide us with the information requested below, to better understand your proposal and provide any additional information to support this proposal. You will be notified once the Parish Council has received and reviewed your complete proposal.

**Your name and contact information:**

---

**Name of proposed program/event/initiative**

---

**Please describe the proposed program/event/initiative (attach details if you need more space)**

---

---

---

---

---

**Whom does it serve at our parish?**

---

---

---

**Where would it be offered?**

---

---

---

**Proposed start/end date and time of day (start and end time)**

---

---

---

**Who would lead the program/event/initiative?**

---

Who will be the contact person responsible at each program/event/initiative?

---

Do you have all the people you need to plan and facilitate this proposed program/event/initiative? If you need volunteers, please provide the following information:

- i. List all the tasks you need volunteers for.
  - ii. How many volunteers you need for each task?
  - iii. Describe each task.
  - iv. Dates and time when you need volunteers
- (Please attach details, if you need more space)

---

---

---

---

---

*Please note: While we are happy to advertise for volunteers in the bulletin, it is your responsibility to secure all the volunteers you need. (Note: all volunteers will need to ensure they have completed their Safe Environment Ministry clearance. Please contact the Parish Office for more details)*

Please provide the financial implications of this program, including a budget:

- i. How much will it cost?
- ii. Where are the funds for this program/event/initiative coming from?
- iii. Please attach a budget. (Any funds required from the parish will need to be presented to the Finance Committee for approval)

---

---

---

---

---

Please identify any other parish resources you may need (e.g. venue, chairs, tables, etc.)

---

---

---

---

---

All parish events must be advertised through parish channels and must be approved by the Pastor. The Parish Office requires all promotional content for the bulletin 10 business days before it is intended to be published.

*Please email your proposal to [parishcouncil@shsdelta.org](mailto:parishcouncil@shsdelta.org)  
Thank you for your fellowship. We greatly appreciate your interest and commitment  
to our parish community. God bless you.*