



ST. CLARE OF ASSISI
Event/Fundraiser Request Form 2022-2023

EVENTS / FUNDRAISERS:

- Submit requests to the office for review.
Submit hard copies (include attachments) to the office or via email to sbews@stcpaz.org
Review by Pastoral Council, Pastor and Parish Manager is required for all events and fundraisers.
Pastoral Council meets the 1st Wednesday of each month (except July & August)
Questions - Christine Spiehs (623) 975-5601
We reserve the right to deny a request for any reason.

PLEASE PRINT CLEARLY

EVENT/FUNDRAISER: Title: _____

WHO: Ministry or Organization: _____

WHAT: Describe the Event in a brief paragraph format. Include attachment if necessary.

Four horizontal lines for describing the event.

WHY: An Invitation? Required? For Raising Funds? Etc.

Horizontal line for why.

WHEN:

Date(s) of Event/Fundraiser: _____

TIME:

Start Time(s): _____

End Time(s): _____

Setup Start Time(s): _____

Cleanup End Time(s): _____

SELECT MASS TIMES
Saturday: 4pm []
Sunday: 7am [] 9am [] 11am [] 5 pm []

WHERE:

Church:___ Vestry:___ Narthex:___ Palo Verde:___ Hall North:___ Hall South:___ Hall Ctr:___ Ramada:___ Grounds:___ Offsite:___

ATTENDANCE:

Expected number of attendees: _____

Date submitted: ____//____//____

Submitted by (please print): _____

E-mail: _____

Phone Number: (____) _____ - _____

OFFICE USE ONLY:
Event / Fundraiser: Approved _____ Denied _____
Business Manager Signature _____
Date ____//____//____