



Our Lady of Joy Catholic Parish

Our Lady's Guild

Our Lady's Guild Outreach Program 2011-2012 Guild Calendar Year

Criteria For Receiving Outreach Funds

Outreach recipients considered should be charitable organizations that benefit women and children. Preference will be given to local organizations that do not receive national funding.

Please fill out the attached form and return all documentation to the address indicated on the request form. Please note that outreach funds become available after our fall and spring fund raisers.

REQUESTS USUALLY TAKE SIX WEEKS TO PROCESS.

OUR LADY'S GUILD OUTREACH REQUEST

Please complete this form or submit a letter containing the following information. Place the completed form and supportive materials in ***Our Lady's Guild*** mail slot or mail to:

Assistant Treasurer, Our Lady's Guild

Our Lady of Joy Catholic Church
P.O. Box 1359, Carefree, AZ 85377

Date submitted: _____ Amount Requested: _____ Date Needed: _____

Submitted by: _____ Submitter phone: _____

Submitter e-mail: _____

Request to benefit: _____
(Organization or individual)

Organization contact person: _____

Address: _____

Phone: _____ E-mail: _____

Briefly describe specifically how these funds will be used (use reverse side if necessary and Include supportive materials). _____

_____ (over)

List other **Our Lady of Joy Parish** sources to which you are requesting funds: _____

_____ Have you received funds from the Guild before: Y or N (Circle)

BOARD NOTES

Date request received by Assist. Treasurer: _____ Date presented to Board: _____

ACTION TAKEN: Approved _____ Denied _____ Amended _____

If amended describe: _____

Amount approved: _____ Check number: _____ Date of check: _____

Delivered to: _____ Date of delivery: _____

Delivered by: _____ Via: _____