

# ST. JOSEPH PARISH - COLLECTIONS REQUEST FORM 2017-2018

Please fill out the form completely, read and sign the back page, and return to the parish administrative assistant.  
You may scan and email this form to [mychurch@stjosephbogota.org](mailto:mychurch@stjosephbogota.org) Incomplete forms will not be processed.  
You will be contacted by the parish admin. asst. after your request is submitted for confirmation/changes.

**Please do not Advertise your collection until your request has been approved.**

**All Collection requests must be approved by the Pastor.**

PLEASE PRINT CLEARLY

Today's Date: \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

Description of Collection Drive: \_\_\_\_\_

\_\_\_\_\_

Items to be collected: \_\_\_\_\_

\_\_\_\_\_

## EVENT INFORMATION:

Length of Collection Drive: (check one)  One Week       Two Weeks       Three Weeks

Starting date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

## GROUP CONTACT PERSON: (Whom do we contact?)

Are you a registered parishioner?  Yes  No Are you a St. Joseph Academy Parent?  Yes  No

If neither of the above, how were you referred to our parish? \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Between the hours of: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Thank You!**

Request Approved by Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

## **CHURCH COLLECTION GUIDELINES**

- Collection Drives are limited to three weeks.
- All Collections are to be held in the vestibule. Other locations must be approved by the pastor in advance of the collection start date.
- The group sponsoring the collection drive must provide a well labeled bin or box for the items to be placed in.
- All posted notices/flyers, within the parish must be approved by the pastor prior to the collection start date and should be posted in approved locations only.
- The group assumes the responsibility of periodically checking the collection area and picking up items once the container is full, as well as maintaining the cleanliness of the collection area.
- The group assumes the responsibility of publicizing the collection drive, such as creating a bulletin announcement, creating and printing bulletin inserts (600), notifying the school office, etc. If you want to add something to the weekly bulletin, please speak to the rectory office.
- At the end of the collection drive the collection area must be cleared to its original state, all collection related flyers or posters should be taken down, adhesive tape should be removed and any residue cleaned off.

I have read the above guidelines, I understand them and I will abide by them.

Collection Coordinator Name (PRINT): \_\_\_\_\_

Collection Coordinator Signature: \_\_\_\_\_