

Return by May 14th

Stewardship Fund Fiscal Year 2019

Request Form Instructions

As part of our commitment to stewardship, Our Lady of Loreto Parish donates 10% of its general offertory to local, national and international charities and organizations, as well as to individuals who partner with the Catholic Church in serving those who are in need. Each year, we invite parishioners to submit requests for stewardship funds for such charities and organizations. Requests are evaluated and funds are disbursed by the Pastoral Council as part of their mission.

Please submit only one form for only one organization that you would like to be considered for monies from our Stewardship Fund for the upcoming fiscal year.

Please complete the formal Request Form on the reverse side and with it include the following regarding the charity or organization for which you are requesting a donation: **(1) the charity or organization's mission statement, (2) a financial statement, (3) any brochures, pictures or any additional materials that will assist the Pastoral Council in its review, and (4) the charity or organization's official name and address for the disbursement of the donation check (no check will be written to an individual person).**

Only active parishioners of Our Lady of Loreto whose parish registrations are listed in our parish data base may submit requests; parishioners are asked not to submit requests on behalf of family members, friends, and acquaintances who are not themselves active and registered members of the parish.

While it is not necessary that the charity be Catholic, it must not in any way, shape, or form, carry out activities or promote teachings or ideologies which are contrary to the Gospel and to the teachings of the Roman Catholic Church.

All requests for funds to be given directly to a foreign entity or individual, including Catholic (arch)dioceses, parishes, and charity's, and including those in Canada and Mexico, must demonstrate compliance with President George W. Bush's 2001 Executive Order 13224 and the 2001 USA Patriot Act. Compliance with these federal statutes requires a review of the U.S. Department of the Treasury's Office of Foreign Assets Control. Furthermore, the Archdiocese of Denver requires the completion of its *Foreign Individual or Charity Donation Checklist*. Further information on these federal orders and laws and a copy of the required archdiocesan checklist may be found on the Our Lady of Loreto website, Stewardship Fund link, found under the menu item "Forms".

No requests will be considered by the stewardship committee unless all of the above requirements are met.

Request Form

Please return this form and all supporting documentation to Father David at Our Lady of Loreto Parish by **May 14, 2018**. Awards will be disbursed in August or September.

Charity Information

Name of Charity: _____

Name of Charity Contact Person: _____

Charity Address:

City: _____ State: _____ Zip: _____ Country _____

Is the above address where a donation check may be sent? Yes No

Charity Email: _____

Charity Phone: _____

On a separate sheet of paper, please type your answers to the following questions:

- 1. How much time and in what capacities did you *personally* get involved with this charity in the last twelve months?**
- 2. List the reasons why you are nominating this charity.**
- 3. How will the money donated to this charity be spent?**

Your Information

Your Name: _____

Address: _____

City: _____ Zip _____ Phone _____

Email _____
