

K of C Council # 10872 Financial or Services Support Requests

The **Knights of Columbus** is a Catholic Men's organization whose first Principle is Charity. In support of this, **Council #10872** members, located at **Christ the Good Shepherd Catholic Community (CGS)**, perform numerous fund-raising and service support activities. The Council provides funds to worthy causes all the way from national needs to local individuals. We provide services, primarily labor, throughout the community but primarily at CGS.

Funds requests exceeding \$500 require introduction at a monthly meeting and then a vote at the next monthly meeting. Requests below \$500 may be approved more rapidly.

Support service requests may be approved by two thirds of the Senior Council Officers. At least **two weeks advance notice** is suggested for approval and to allow adequate and appropriately skilled manpower mobilization. Thirty days or longer notice is requested.

KC10872 resources are limited and requests are numerous. Knights, CGS staff members, and others who request Council financial or services support should complete the appropriate form. The completed forms must be submitted for consideration and approval according to the KC constitution and council by-laws. Fund requests by CGS staff members require prior approval by the pastor while their requests for support services do not.

Funds and services completed forms should be submitted to the Council via web page form online, or send a completed handwritten or typed form to the Council via mail, hand delivery, fax, placing in the CGS Knights of Columbus Mail Slot, or email a scanned version to:

Grand Knight - Knights of Columbus, Council #10872
4008 Louetta Rd #454
Spring, TX 77388
Email: fr_plummer@hotmail.com
Fax: 281-370-3543
Website Form: (Not Yet Available)
CGS Knights of Columbus Mail Slot

Funds and support services requests will be acknowledged within 48 hours of receipt via email or phone call. Occasionally, items left in the CGS Knights of Columbus Mail Slot disappear. If the completed Funds & Services form is placed in the CGS KC Mail Slot, please send an email notifying the Grand Knight so that rapid form retrieval can be arranged.

If additional information is required for the Council to process the request, a Council Member will contact the requestor to obtain more details. When the final Council request decision has been made, the requestor will be notified within 24 hours.

Knights of Columbus Council #10872

Request for Services Support

Name of Organization or Group: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Contact Person (print): _____

Phone: _____ Cell: _____ Email: _____

Event Title: _____

Event Date: _____ Time: _____ Location: _____

Services being requested:

Meals _____ Construction _____ Decorating _____ Repair _____ Transportation _____

Other (Please describe)

Have Knights provided these services previously? Yes _____ No _____

If "Yes" who was the primary Knight contact person?

Knights are to provide but the Requestor will reimburse the council for the following supplies:

Requestor is to provide and pay for the following supplies:

Food serving by Knights desired? _____ Other servers available? _____

Clean up by Knights desired? _____ Other clean up persons available? _____

Other useful information:

