**St. Michael the Archangel - KoC 12577**

**>>>>>> Request for Help <<<<<<**

*This Form is to be used for all requests for help, financial contributions or assistance/manpower for any activity. The Form must be filled out TWO WEEKS in ADVANCE of any event or need.*

*Please send this finalized Form to:* *GrandKnight@stmichaelcp.org.*

*Website for this Form is:* [*https://stmichaelcp.org/knights-of-columbus*](https://stmichaelcp.org/knights-of-columbus)

**Submitter Information:**

**Name:** < First and Last name >

**Phone / Mobile:** < Mobile? Office? >

**Email:** < email address >

**Description of Event:** < Please provide a description of the event in detail >

**Where:** < Please provide a description of the location of the event or need. At St Michael’s? After Mass? In the Parish Hall – Fr Porter Hall? Offsite? Transportation required?>

**When:** *< Description of when this event takes place.>*

* *Details – After Mass? Weekend work?*
* *Details – Financial contribution only?*
* *Details – in conjunction with another team or event at St Michaels?*

**How:** *< Give a good description of what the Knights need to do for this event. The work involved.>*

* Just show up at a specific time and work? Cooking?
* Work with a Parish staff member?
* Financial contribution in what amount and why?
* Other…?

**Time Commitment:** *< Please give a good description of exactly how much time is required. >*

* *Details – your best guess on this event needs to be for Knights*
* *Details – running / ongoing event over several occasions?*

**Knowledgeable Contacts in addition to Submitter of request:**

* *Contact #2*
* *Contact #3*

**Thank you very much for providing this information in advance of the event. We will be in contact with you soon.**