Parish, School, or Cemetery Name: ________________________________
City: ________________________________
Pastor Name: ________________________________
Contact Name: ________________________________
Contact Email: ________________________________

Type of Proxy Requested (place X) :
_______ Fundraising _______ Project

Project title: ________________________________
Project Description: ________________________________

Is contract, estimate, quote, or other documentation attached? (Yes/No)
(If no, please refrain from submitted proxy until that information is available to submit.)

Estimated Cost: ________________________________

Do you have the funding to proceed with the project? (Yes/No)

Where are Project Funds located?

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<th>Amount</th>
<th>Gen. Ledger Acct #</th>
<th>Acct Name</th>
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Did this listed as a CMA Project (Yes / No)? ________
If Yes, What CMA Year? ________

Was this the proxy request presented to and reviewed by:
Parish Finance Council (Yes / No) ? ________ Meeting date: ________
Parish Pastoral Council (Yes / No) ? ________ Meeting date: ________

Has a Proxy Request letter been drafted to Bishop John Quinn asking for the proxy votes of the Bishop and Vicar General? (Yes/No)

Have you scheduled a meeting of the Parish Civil Corp. in order to vote the proxies received from the Bishop and Vicar General? (Yes/No)

Other information you wish to provide to expedite the Proxy Request:

Preparer’s Signature: ________________________________ Date: __________
Preparer’s Contact Information: ________________________________

* Except for schools, all project fundraising is subject to diocesan assessment unless the project cost is greater than $100,000 or relates to projects which are listed as a project on your parish’s CMA goal sheet.

* Prior to signing contracts, the contracts need to be reviewed by Ryan Christianson, the diocesan risk management officer, to ensure that the general contractor has adequate levels of insurance coverage in place.

* All applicable laws pertaining to the removal of asbestos must be complied with.