



St. Paul Hands in Service (HIS) Request
Request for Service / Topic Review
Hands in Service Group

INSTRUCTIONS:

- Complete page 1
- E-mail form to lisa.cheeseman@splgrifton.org with "HIS Request " in the subject line or print out and place in folder in the church office
- You will be contacted by a member of the Hands in Service team for further questions and follow up

DATE: _____ **NAME OF REQUESTOR/GROUP:** _____

CONTACT NAME (If Different from above): _____

PHONE: _____ **EMAIL:** _____

SUBJECT: _____

DETAILED DESCRIPTION OF REQUEST: _____

DATE(S) INVOLVED (If Applicable): _____

One Time Event Recurring

COST INVOLVED: Yes _____ No Unsure

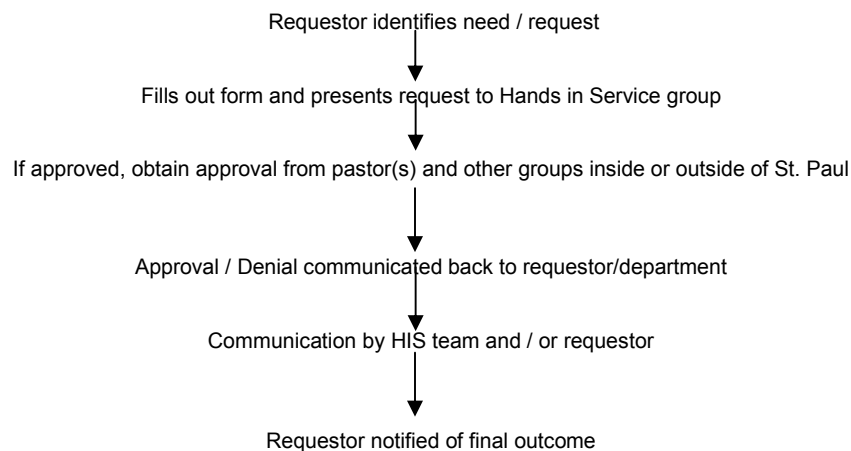
List any other St. Paul groups or individuals involved: _____

List any community groups or individuals involved: _____

Are St. Paul or Community approvals needed or required? Yes _____ No Unsure

When are you available to attend a HIS meeting to present your request? (Meetings every 3rd Mon. at 6:30pm) Month avail: _____

Request for Service / Topic



To Be Completed by HIS Team:

Follow Up of Request:

Name of HIS member assigned:

Review by HIS team` complete`:

Date:

Approvals obtained :

Date:

Notification to requestor?

Yes No N/A

Notifications to pastor(s) and/or other church groups?

Yes No

Communication Published

Submitted Date:

Release Date:

Approved for action by HIS team

Date