



2016 - 2017 Parish Representative Calendar

September 15 th	Parish Rep Meeting
September 20 th	Packets distributed and emailed
September 30 th	Goal to have met with principal/RE director
October 7 th	Plan to review packets with principal/RE director to meet Oct. 14th deadline
October 14 th	Fall Grant Deadline <ul style="list-style-type: none">• Principals/RE Directors provide packets to Parish Reps<ul style="list-style-type: none">✓ School Enrollment Form✓ Fall Grant Request Form w/ documentation✓ Christmas Stocking Fund Form• Parish Reps EMAIL the documentation to appropriate Service Project Co-Chair<ul style="list-style-type: none">✓ “Angels” – Peggy Parrish (peggybparrish@aol.com)✓ “Saints” – Kathleen McCrimlisk (kbmccrimlisk@sbcglobal.net)
October 31 st	Fall Allocation Meeting
November 15 th	Pick up checks from Service Project Co-Chair <i>(date and location TBD)</i>
November 23 rd	Deliver Fall Grant checks
December 8 th	Pick up Christmas Stocking Gift cards and distribute to schools before their Christmas vacation
January 15 th	Collect any receipts from Fall Grant Awards
February	Remind principal/RE director of Spring Grant deadline
February 24 th	Plan to review packets with principal/RE director to meet March 3rd deadline
March 3 rd	Spring Grant Deadline <ul style="list-style-type: none">• Principals/RE Directors provide packets to Parish Reps<ul style="list-style-type: none">✓ Spring Grant Request Form w/ documentation✓ Easter Shoes Fund Form• Parish Reps EMAIL the documentation to appropriate Service Project Co-Chair<ul style="list-style-type: none">✓ “Angels” – Peggy Parrish (peggybparrish@aol.com)✓ “Saints” – Kathleen McCrimlisk (kbmccrimlisk@sbcglobal.net)
March 20 th	Spring Allocation Meeting
April 3 rd	Pick up checks and Easter Shoes gift cards from Service Project Co-Chair (date and location TBD)
April 10 th	Deliver Spring Grant checks and Easter Shoes gift cards before Easter vacations
May 15 th	Collect any receipts from Spring Grant Awards

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