

# Church of the Assumption, PJ

## Proposal Form

### For Formation/Retreat/Seminar

1	Name of Parish(es) involved	
2	Ministry (ies) involved	
3	Ministry Head: (a) Name	
	(b) Tel and Email address	
4	Contact Person (a) Name	
	(b) Tel and Email address	
5	Date of application	
6	Duration (no of days/weeks)	
7	Target group/Participants Eg. Youths, lectors, BEC etc	
8	No of participants	
9	Live in/Non-Live in	
10	Venue	
11	Organization Name	
12	Support documents of Program etc. Pls attach detail e.g. Objectives, programme etc.	
13	Equipment needed:	
	LCD Projector	
	PA System	
	Others:	

14	Proposed Costing for formation (Pls attached details)	
	1. Cost of accommodation per person per x no of nights no of persons.	
	2. Cost of meals/tea break	
	(a) Cost of lunch x no of days x no of persons	
	(b) cost of tea break x no of days x no of persons	
	( C) Cost of dinner x no of days x no of persons	
	(d) Cost of lecture rooms: Cost of no of rooms x no of days	
	(E ) Cost of transport: St.TC/destination/St.TC	
	3. (a) Amount of deposit	
	(B) Fee/ Love offering for Resource Person(S)	
15	Any other cost	
16	Commitment fee to be paid by participant:	
17	Amount of subsidy/Deposit needed from Parish	
18	Total cost	

Submitted for approval of Parish Priest by

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

- Approved/Not Approved                      Cash Advance Approved RM \_\_\_\_\_
- Approved with adjustments made                      Deposit Approved      RM \_\_\_\_\_
- Re- submit as discussed                      Subsidy by church approved RM \_\_\_\_\_

\_\_\_\_\_  
Fr. Leonard Lexson  
Parish Priest  
Church of the Assumption  
Date: \_\_\_\_\_

Total Cost approved: RM \_\_\_\_\_ Deposit of RM \_\_\_\_\_ to be paid to  
Name/Account Name  
Bank Account No.

Total Cash advance approved RM \_\_\_\_\_

Please submit to Church of the Assumption Formation Team (Within 1 month after the formation)

- Receipts for deposit paid
- Statement of Expenditure with receipts
- Evaluation form
- Short report
- Photographs