

Santuario de San Antonio Parish

Request for RDIP-PB Ex-deal

Date : _____

Guidelines:

1. As a policy of SSAP, no ex-deals for publication in the Parish Bulletin can be offered without prior consideration from the PPC President and final approval by the Parish Priest.
2. All entitlements to be offered in any RDIP-PB Ex-deal must first be cleared with the RDIP Head to assure RDIP-PB compliance of Parish Bulletin ex-deal being offered.
3. RDIP reserves the right to reject at its level ex-deal requests offering entitlement that is contrary to SSAP standards.

Procedure:

1. Ministry/Committee requesting for ex-deal must fill out Request for RDIP-PB Ex-deal Form.
2. RDIP to coordinate with affected Ministry/Committee if they can accommodate requested entitlements.
3. Upon confirmation of RDIP of Ministry/Committee accommodation of requested entitlements, RDIP will forward request form to the PPC President for his consideration.
4. Upon recommendation of the PPC President, RDIP will forward request form to the Parish Priest for approval.
5. Upon approval of the Parish Priest, RDIP will forward a copy of the approved ex-deal to all ministries affected for compliance.
6. If request for ex-deal is disapproved, request form is given back to requesting Ministry/Committee with the reason(s) why it has been disapproved.

REQUESTING PARTY:

Name: _____ Contact No(s).: _____

Ministry/Committee (if applicable): _____

Name of Event: _____

Sponsorship being offered by Donor: _____

EX-DEAL REQUESTED:

Ex-deal with Ministry/ies: _____

Entitlements requested: _____

I have read the above guidelines & procedure and I agree to all its provisions:

Signature below Name in Print

**SSAP PARISH OFFICE
USE ONLY:**

Request Received by: _____

Date Received: _____

Attachment(s) Rec'd.

- Article
- Photo(s)
- Artwork

RDIP USE ONLY:

Request Received by: _____ Date Received: _____

RDIP REMARKS: _____

PPC President: APPROVED DISAPPROVED

Remarks: _____

Parish Priest: APPROVED DISAPPROVED

Remarks: _____