

**Sisters of St. Benedict
Ferdinand, IN
Humanitarian Projects Policy**

Purpose: The Sisters of St. Benedict want to be aware of and responsive to the needs of our world. Responding to the needs and having the means to respond need to be balanced.

Criteria:

When a need arises locally and/or nationally, a sister may request a donation be made in the name of the community. The request is to be submitted to the prioress for approval. A sister may volunteer her unscheduled time to be away from the community for a period of time to address a humanitarian need. A sister may also negotiate with her employer to be away from work to address a humanitarian need.

An application is required if the donation request exceeds \$300. The completed application must be submitted before the donation is made or time away is taken from work and community commitments.

FYI

The annual operating budget includes an account for donations.

A collection is taken up at the Christmas Eve Service and earmarked for the poor. A box for donations is put out on Sunday also earmarked for the poor.

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Application for donation exceeding \$300 and/or time away

Submit request one month prior to event if there is necessity to be away.

Sister's Name	
Organization Receiving donation or time	
Date (when pertinent)	
Purpose of request:	
List ways that the funds or time away will be used:	
Sister's Signature	Prioress' Signature

*After receiving donation or returning from time away, meet with Administrative team to discuss next steps.