



Father Michael Goetz Catholic Secondary School Request for Addition of Organization to List of Approved Organizations for Community Hours

If you wish to see a certain *charity or non-profit organization* added to Father Michael Goetz Secondary School's List of Approved Organizations, please complete this form in its entirety and submit it to your guidance counsellor.

You are required to submit proof that the organization is a *registered charity or a non-profit*. To that end, include the website where this information can be found. (The information must be easily accessible in the public domain.) Requests without this proof will not be considered.

Please allow reasonable time for processing your request.

This form will be returned to you, indicating whether or not your request has been approved.

Do not begin your community hours with the organization until it has been approved.

Student's Name: _____ Date: _____

Homeroom Teacher: _____

I request that the following organization be added to the List of Approved Organizations for community hours.

Name of Organization: _____

Website of Organization (including proof that organization is a *registered charity or a non-profit*):

Please include any specific instructions that will help your guidance counsellor locate proof of charity/non-profit status on the website. (e.g. "Click on 'Donate Now' to see Charitable Registration Number" or "Click on "About Us – Facts".)

For use by guidance personnel only:

Approved

Denied

Name and Signature of Guidance Counsellor: _____

Date: _____