

2012 Program Budget Request
Diocese of Oregon
Submission Deadline: April 4, 2011

In addition to this form we are asking you to respond to the following questions on a separate page:

- *Focus and highlights of this ministry in 2010*
- *Dollars spent under each of the categories below and how these expenditures contributed to the highlights of this ministry previously listed.*
- *What does your ministry plan to accomplish in 2011? Are you doing anything different in 2011 THAN IN 2010? What is this year's budget?*
- *How do these activities connect with our Baptismal Covenant?*
- *How do you plan to use the resources requested below (giving information beyond the expense category)?*
- *Who are the members of the program's leadership team?*

Name of Program Ministry: _____
Person completing this form: _____
Contact Phone & e-mail: _____

Expenses

Salary/Stipend*	\$ _____
Benefits*	\$ _____
Office Expenses	\$ _____
Program Expenses	\$ _____
Equipment/Materials	\$ _____
Travel Expenses	\$ _____
Special needs	\$ _____
Request Total	\$ _____

** If your program group includes a paid staff position, these two items must be included.*

If you have questions about this form, requested documentation or the budget process, please contact either

Chapman Dix, Co-convener, Program & Budget Committee at chapman.dix@comcast.net
Caroline Litzenberger, Co-convener, Program & Budget Committee at 503-281-8280 / litzenc@pdx.edu
Mary Macy, Diocesan Finance Officer at 971-204-4105 / marym@diocese-oregon.org

Please mail, e-mail or fax the completed form and supporting documents by April 1, 2011 to either

The Episcopal Diocese of Oregon Program & Budget Committee 11800 SW Military Lane Portland, OR 97219-8436	Mary Macy at marym@diocese-oregon.org -OR- 503-636-5616 (1-800-452-2562, out of area)
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