

Program Proposal / Board Approval

As Necessary Paperwork: For Conferences seeking Board Approval for special work, grant request, or contracts being considered. Due in the initial stages.

Why do we need Board Approval?

The primary purpose for any St. Vincent de Paul Council to exist is to help the Conferences to fulfill their purpose. And so, it is with the Archdiocesan Council of Chicago (also known as ADC and SVdP Chicago). The ADC fulfills its purpose in many ways, one of which is maintaining a corporate EIN and IRS Tax-exemption without which our Conferences would not be able to offer tax-exempt donations for their donors.

Because we are all part of one single legal entity, it is necessary for all Conferences and District Councils to seek approval from the ADC Board of Directors before starting any special work, applying for any grants, or signing any contracts. All these actions place a legal obligation on the ADC. Special works place a liability risk on the ADC. Grants place a monetary risk on the ADC if the terms of the grants are not fulfilled. Signing contracts places both a monetary and liability risk on the ADC. The ADC is ready to assist our Districts and Conferences to do the work they need to do to serve our community. However, we must review all your newly planned programs in advance to be sure they are appropriate for SVdP and viable.

Tip to simplify this paperwork:

Complete the Program Proposal Form at the link below. The questions asked are recommended from the National Governance book. Once complete, send the form to your District President who will forward it to the appropriate Committee Chairs for review. Please be patient as the process will take some time to complete as your request works its way through the Committees and to the Board of Directors.