



## **STANDARD OPERATING PROCEDURE FOR BSSF DISTRIBUTION OF FUNDS FOR JOINT FRATERNITY RETREATS/EVENTS**

### **1. PURPOSE:**

The purpose of this procedure is to provide guidance for joint fraternity retreats/events. This guidance will explain and clarify procedures for organizing joint fraternity retreats/ events within the BSSF Region and how to obtain funds from the BSSF Regional Executive Council (REC) to enable such retreats/events.

### **2. INTRODUCTION:**

As a Franciscan Family, we are called to live by our vocation to be servants to all members of our Order in accordance with the Rule of the Secular Franciscan Order and the General Constitutions. As Secular Franciscans, we are called to exemplify the Franciscan Pillars of Fraternity, Spirituality, Formation, and Apostolate by fraternally gathering together.

### **3. SCOPE**

To ensure standardization of requests for funds for joint fraternity retreats/events within the region and between local fraternities, guidance is provided. The Regional Minister and the REC will insure effective oversight of these most worthy fraternal gatherings.

### **4. RESPONSIBILITIES OF LOCAL FRATERNITES**

**A.** When there is a desire expressed or an occasion for two or more local fraternities to gather together, the local fraternity Minister will reach out to the other fraternity(s) to indicate the desire for a joint fraternity retreat/event. Potential reasons for a joint fraternity retreat/event could include, but would not be limited to, Franciscan celebrations (Greccio, Transitus), Formation activities, joint Pre-Profession Retreat, Profession, Apostolate activity or other activity to promote our Franciscan Pillars of Fraternity, Spirituality, Formation, Apostolate.

**B.** The fraternity Ministers, in coordination with their respective Fraternities, will formulate a detailed proposal for the retreat/event, including rationale for the joint fraternity retreat/event, time, place and any associated costs or materials/supplies needed. This proposal will be submitted to the BSSF REC for review and approval of funds. During the review the BSSF REC will alert the requesting Ministers of any other Fraternity that may wish to join in the retreat/event, e.g. a Profession or Pre-Profession Retreat/Event.

**C. Standard Format for Joint Fraternity Retreat/ Event Requests (See Proposal Form)**

- 1) Subject of Email:** SFO Joint Fraternity Retreat/Event Request and Date of Request.
- 2) Title of Retreat/Event:**

- 3) **Proposed Dates:**
- 4) **Location:**
- 5) **Rationale For and Description of Proposed Retreat**
- 6) **Minister Coordinators with Contact Information**
- 7) **Fraternities Involved**
- 8) **Retreat/Event Leaders & Bio of Retreat Leader**
- 9) **Funds Needed:** (Attach detailed list.)
- 10) **In-Kind/Other Contributions**
- 11) **Total Budget**
- 12) **Funds Requested**
- 13) **Signature Requesting Minister and Date**

#### **D. Forwarding Request for Distribution of Funds for Joint Fraternity Retreats/Events to the Region**

Requests will be submitted as soon as possible to an appropriate Area Councilor who, after review, will submit the request to the rest of the BSSF REC.

#### **E. During and After the Joint Fraternity Retreat/Event**

During the joint fraternity retreat/event take pictures and obtain feedback from those attending the retreat as to thoughts about the retreat/event (what went well, what didn't go well) and ideas for future retreats or joint fraternity activities. After the joint fraternity retreat/event has occurred, send a summary evaluation report back to the BSSF REC as to the success of the retreat and how any funds were utilized. (Submit receipts and 2 copies of approved Proposal Form to the Regional Treasurer for reimbursement.) Also, submit pictures and an article to the REC to be included in the Communio, BSSF Newsletter Editor.

#### **RESPONSIBILITIES OF BSSF REC**

- A. Area Councilor reviews request
- B. Submits request to REC to approve/disapprove
- C. Area Councilor reports the REC's decision to the applying Fraternity Minister
- D. Reimbursement from REC Treasurer after submission of receipts and approved proposal form
- E. Review evaluation post retreat/event
- F. Informal review of pictures and article for Communio

#### **6. SUMMARY:**

Joints Fraternity Retreats/Events are a way to gather together with our SFO Brothers and Sisters in order to promote the Franciscan Pillars of Fraternity, Formation, Spirituality, and Apostolate. Updates to this process will be issued as needed at the direction of the BSSF REC.