THE PONTIFICAL SOCIETIES IN THE ARCHDIOCESE OF SAN FRANCISCO

One Peter Yorke Way, San Francisco, California 94109 USA
Phone (415) 614-5670 FAX (415) 614-5671 missionofficesf@sfarch.org www.sfarch.org/MissionsSF

MISSIONARY COOPERATION PLAN (MCP)
APPLICATION GUIDELINES & REQUIREMENTS

Thank you for your interest in applying to the Missionary Cooperation Plan in the Archdiocese of San Francisco. Please know we consider our speakers to be partners in our efforts to animate and educate the Catholics of the Archdiocese of San Francisco concerning the mission endeavors of our Universal Church.

To be considered for the Missionary Cooperation Plan, the following requirements are to be followed:

- MCP Application form must be filled out completely (any blank field will result in application being returned)
- Original "Letter of Request" must be stamped and signed from the local Bishop, Superior or board president (copies will not be accepted)
- Application and letter of request must be received before October 31st.

Before we can review your request, all priests, deacons, religious congregations and lay organizations will need to provide an original "Letter of Request" from the local Bishop, superior or board president granting you permission to apply to participate in the MCP in the Archdiocese of San Francisco.

Guidelines of information which needs to be included in the original "Letter of Request":

- **A description of the work done by your (Arch)diocese, mission or lay organization**
- **Why your (Arch)diocese, congregation or lay organization should be considered for participation in the MCP**
- **How will the MCP funds be used**
- **Who will directly benefit from these funds**
- **Specify that you are authorized to function legally as a 501-3-C or similar identity**
- **Verify person who will make the appeal and travel to the U.S. holds a valid and current U.S. visa**
- **Letter must be stamped with an original signature of your (Arch)diocese, religious congregation, or lay organization**

Things to keep in mind:

- **Receipt of this application does not indicate acceptance in the Missionary Cooperation Plan**
- **You agree that you will not take names, addresses and hand out promotional brochures or flyers for the purpose of fundraising outside of the MCP**
- **It is to your benefit in making an appeal if your representative is fluent in English and has public speaking experience**
- **Applicants who are accepted will be notified at the end of December**
- **All forms included in the acceptance packet must filled and signed and returned on the date indicated in the letter.**
- **Mail all forms needed to: Mission Office, One Peter Yorke Way, San Francisco, California 94109 USA**