

## Keeping You in the Know – August – Special 2021

Here's a special article of "Keeping You in the Know" ... don't you feel lucky, don't answer that.

**Communication of ideas, issues, concerns, maintenance, and requests for information is critical** in making sure we manage the needs of the parish and school. To that end we've created an Action Center process & form.

**Action Center** – this is a new communication avenue by which parishioners, employees, volunteers, parents, or students themselves can enter items that need addressed, ideas, or concerns, related to our parish / school. The Action Center Link is located at the top of our home page, but here's the direct link:

<https://qhrwea.church/action-center>

### SAMPLE GENERATED EMAIL OF A COMPLETED FORM

As folks complete the form an email is sent to all members of our "Action Center" team and a reply email is sent to the person who completed the form.

Please note that we'll address these in a prioritized basis. Those that have higher priority, as established by our administration, get accomplished in a more expedited manor. As we get these items accomplished or status changes, corresponding emails will be sent to you.

After clicking the submit button on the form the submitter will have a webpage appear saying thank you for your submission, here's our email address if you have a related digital photo you'd like to share, and if you're so inclined, a link that allows you to make a donation specific to your request... The goal is to provide a consistent avenue for communication of these items to and from the parish and a database of these requests over time. This, like myself, is a work-in-progress and will be tweaked over time. I see my wife nodding...

*God Bless, Mark Andrasik – Business / IT Manager – [mandrasik@qhrwea.org](mailto:mandrasik@qhrwea.org)*

DO NOT REPLY TO THIS E-MAIL. This e-mail was automatically generated by a form on the **Queen of the Holy Rosary - Wea website** (powered by [eCatholic](#)).

#### Action Center

**First Name:** Lynda

**Last Name:** Andrasik

**City:** Bucyrus

**State:** KS

**Zip:** 66013

**Email:** [mandasik@qhrwea.org](mailto:mandasik@qhrwea.org)

**Phone Number:** [REDACTED]

**Describe Yourself:** Parishioner|Other

**Other Description:** Boss of Mark

**Type:** Idea for Improvement

**Building or Location:** Other

**Detailed Description:** Every once in a while throw Mark food. He works better on a full stomach.

