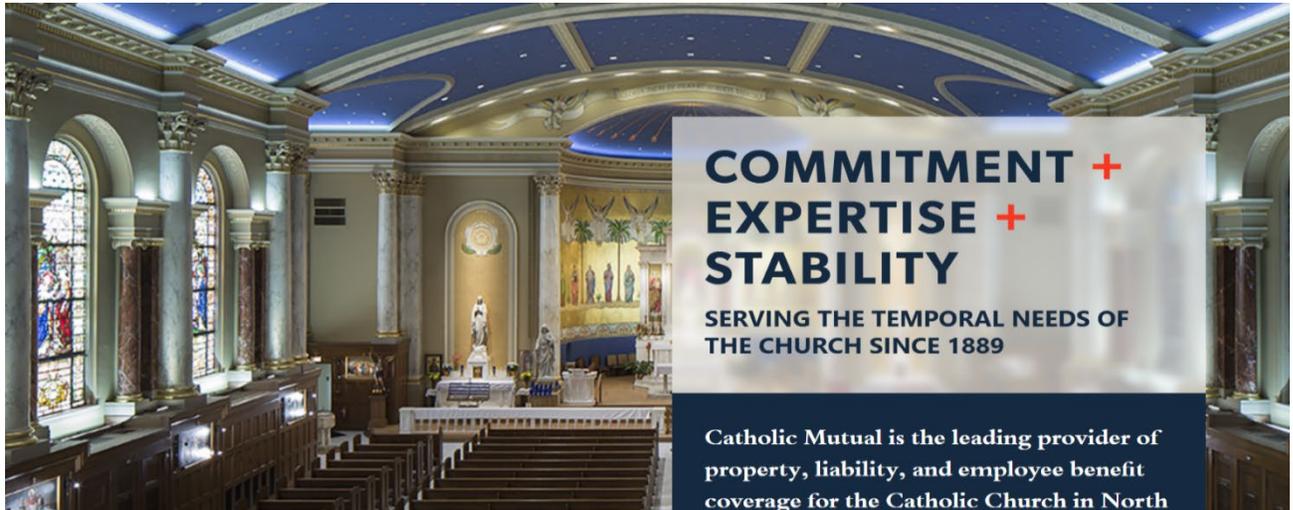


Step-by-Step Guide to Submit a Special Event Application Online

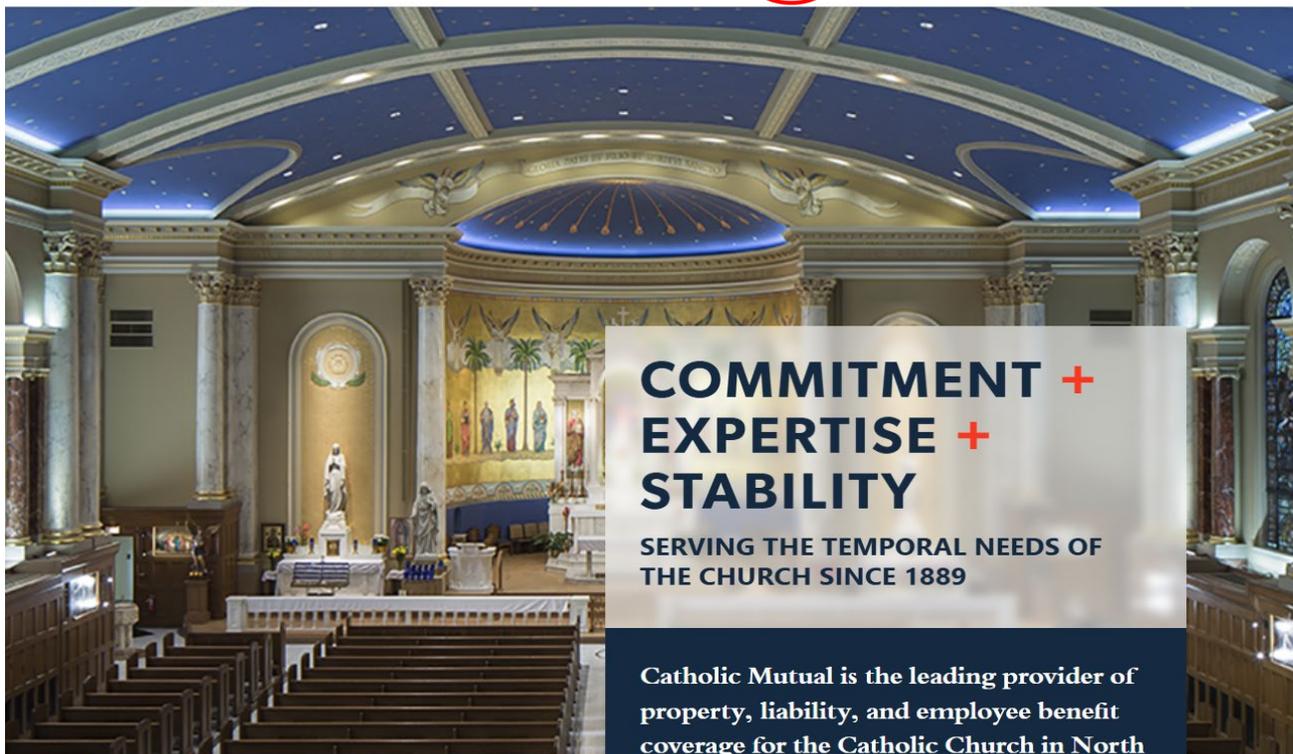
1. Navigate to <https://www.catholicmutual.org/>



2. Click "Sign in"



Home About Us Our Programs Careers Contact Us **Sign in**



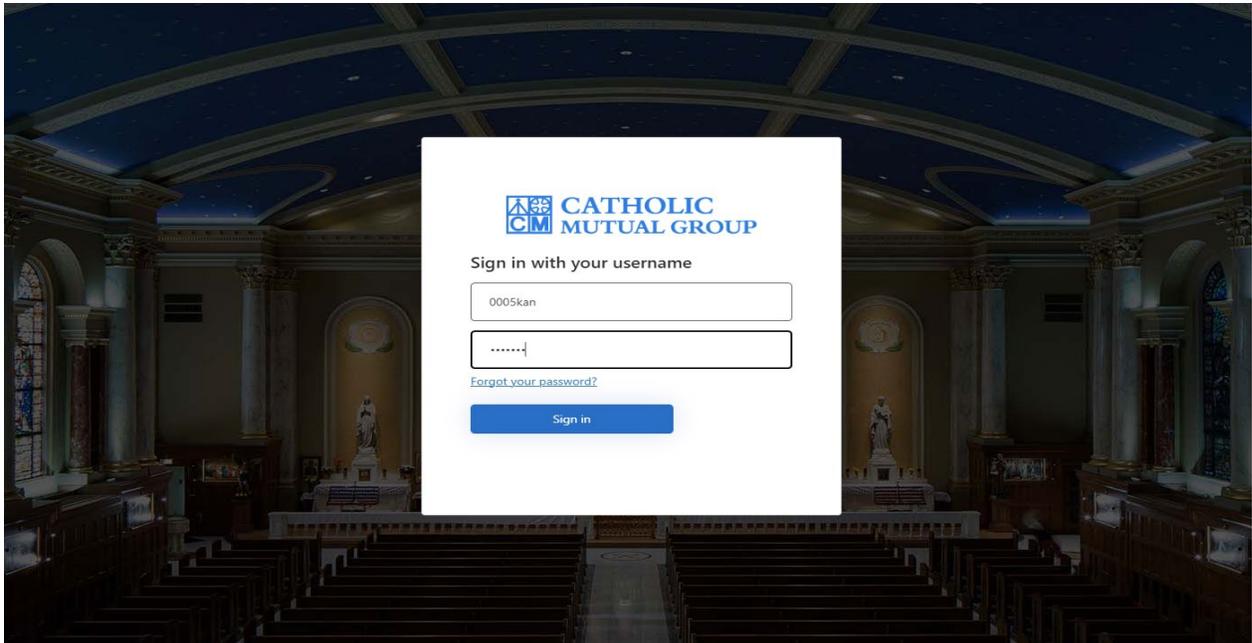
Archdiocese's Website Link: <https://archkck.org/parish-business/manage-risk/>

Updated: March 2, 2026

3. Username: 0005kan

Password: service

4. Click "Sign in"



5. Click "Submit Special Event Application"

CMG Resources

Equip yourself with relevant training materials.



CMG Connect

Online training management platform.



Cyber Risk Management

Tools, training, and best practices.



Member Documents

Membership specific document library.



Risk Management

View our library of CARES documents.

Claims Processing

Tools and info related to processing claims.



New Claim

Documents for reporting a claim.

Coverage Services

Services related to managing coverage.



Submit Special Event Application

Create Special Event Application for Approval.

6. Fill out application. Leave Membership Code as 5. Select your Ledger Page from the drop-down. Fill out the rest of the form.

 **SPECIAL EVENTS** [Instructions for completing form](#)

Special Event App
**Required Field*

*Membership Code:	<input type="text" value="5"/>
Ledger Page:	<div style="border: 1px solid black; padding: 2px;"><p>Please Select</p><p>Please Select</p><p>(001) Catholic Church Offices - KANSAS CITY</p><p>(001A) Kansas Catholic Conference - Topeka</p><p>(001B) The Catholic Foundation of - KANSAS CITY</p><p>(001C) Vianney House - Olathe</p><p>(002) Cath Cemeteries Assoc of NE KS - LENEXA</p><p>(002A) Cath Charities Fndtn NE KS Inc - OVERLAND PARK</p><p>(002B) Catholic Cemeteries Assoc of N - LENEXA</p><p>(003A) Catholic Charities Of - OVERLAND PARK</p><p>(003B) Villa St Francis Catholic Care - OLATHE</p><p>(003E) CATHOLIC COMMUNITY HOSPICE OF - LENEXA</p><p>(003F) NORTHEAST KANSAS CATHOLIC - LENEXA</p><p>(004X) Davis Carolyn L - KANSAS CITY</p><p>(005) Bishop Miede High School - SHAWNEE MISSION</p><p>(005A) CATHOLIC YOUTH ORGANIZATION - SHAWNEE MISSION</p><p>(005X) Ruder Virginia M - OVERLAND PARK</p></div>
*Date of Event: (MM/DD/YYYY)	
*Number of Days in Event:	
*Time of Event:	
*Name of Parish/Entity:	
*Street Address:	
*City:	
*Parish/Entity Phone Number:	
*Parish/Entity Email:	
Lessee (Additional Insured)	

7. Click the agreement link below and tell the lessee what activities are excluded. Then check the box.

*Special Event Type:	<input type="text" value="Please Select"/>
*Notification of Exclusions:	<input type="checkbox"/> Lessee has confirmed that the event does not apply to any of the items listed in the agreement below.
Event Description:	<div style="border: 1px solid gray; height: 40px;"></div>

8. Read the Acknowledgement regarding Event Cancellation or Questions and check the box. Then click submit.

*Approximate Number of Participants:

*Is Food Being Served?

*Is Liquor Being Served?
Includes beer & wine.

*Does this event require liquor liability?
If liquor is to be sold or included in price of the ticket. Additional charges may apply.

Final Comments: *for CMG use only*

*Acknowledgement: **Event Cancellation or Questions** – please contact memberservices@catholicmutual.org. Event cancellation requests must be received prior to the event date.

Payment needs to be submitted separately to your Arch/Diocese per their payment requirements.

9. Payment to the Archdiocese of Kansas City in Kansas via ACH is the *only* form of payment being accepted, which can be accessed at: <https://archkck.org/> > Menu > Parish & Schools, Catholic Parishes > Parish Business > Manage Money > Pay Assessments, Collections and Special Events Online by ACH.

Direct Link: <https://ebpp.billeriq.com/ebpp/DIOCESEOFKS/>

- Parish Customer Number: Entity Name, Entity City
- In the “Description of Payment” field, type the month, date and year of the special event.