

Budget Request for Evangelistic Meetings

(Revised 10/16/19)

Project Reference Name: _____ **Lay or Reaping:** _____

Church Making Request: _____

Pastor/Leader: _____ Phone Numbers: (home) _____

(cell) _____ (office) _____ (email) _____

Address for subsidy check: Street _____

City _____ Zip _____

Campaign Information: Who is preaching*? _____

If guest: Qualifications _____ Current Employer _____

Is the speaker legally employable in the USA? Yes No Traveling from _____

Where will the meetings be held? (City) _____ (Facility) _____

How many meetings will be held? _____ Which days of the week? S M T W Th F S

What is expected SDA attendance? _____ What is the expected non-SDA attendance? _____

Total expected attendance: _____ How many baptisms are anticipated? _____

Date meetings begin: _____ Date meetings end: _____

Pre-work Information: How many active interests have been developed? _____

How many Bible studies will be in progress prior to the meetings? _____

How many active interests are ready for baptism? _____

What friendship programming is planned prior to the meetings? (Check all that apply)

Health _____ Family Life _____ Children's _____ Educational _____ Social _____ Musical _____

Seasonal _____ Felt-Needed _____ Other _____ (describe) _____

How many members are prepared to invite family, friends and neighbors? _____

What is the active attendance of a typical church service? _____

Follow-Up Information: Are any follow-up meetings planned? (describe) _____

How many are prepared to do follow-up Bible work? _____

What plans have been made for involving new members? (describe) _____

What plans have been made for folding in new members socially? (describe) _____

*Preachers must be vetted. Minority preachers should be vetted by the Ethnic Coordinator. All others should be vetted by the Executive Secretary. Their signature must be present in order for the budget to be approved.

Signature of Ethnic Coordinator/Executive Secretary: _____

Budget Information:

Budget for Speaker(s) and Staff (Form W-9 must be completed before payments are issued):

Guest Speaker(s) Travel-(airfare) _____ \$ _____
 Guest Speaker Lodging _____ \$ _____
 Honorarium _____ \$ _____
 Car Rental _____ \$ _____
 Musician(s) (only if a licensed business or CCC employee) _____ \$ _____
 Child Care (only if a licensed business or CCC employee) _____ \$ _____
 Other (specify): _____ \$ _____
Sub-total for Speakers and Staff \$ _____

Budget for Other Expenses:

Facility Rental _____ \$ _____
 Advertising (describe): _____ \$ _____
 Materials (describe): _____ \$ _____
 Children's Program (describe): _____ \$ _____
 Equipment Rental (specify): _____ \$ _____
 Utilities (in excess of normal costs) _____ \$ _____
 Pre-work Costs (describe): _____ \$ _____
 Follow-up Costs (describe): _____ \$ _____
 Miscellaneous (specify): _____ \$ _____
 _____ \$ _____
 _____ \$ _____
Sub-total for Other Expenses \$ _____

*Please describe the expenses or the expenses will not be approved.

Total \$ _____

Subtract Anticipated Offerings \$ _____

For office use only ---> Net Total Costs \$ _____

For office use only ---> Church Portion 40% \$ _____

For office use only ---> Conference Portion 60% \$ _____

Date approved by Church Board _____

Signature of Pastor _____

Signature of Head Elder/Clerk _____

Signature of Treasurer _____

Signature of Conference Evangelism Director _____

Please note: Budgets in which the Conference portion exceeds \$10,000 cannot be approved without an Evangelism Committee meeting vote (meetings are held four times annually). After your budget has been approved, 75% of funds from the Conference will be sent to the address given at the top, made out to the sponsoring church. The remaining 25% will be remitted after a complete Recap Report has been submitted to the Evangelism Department (see the Evangelism Meetings Policy document for more information). Please call the Evangelism Department at (559) 347-3165 with any questions. There is no funding approved for the purchase of equipment unless special arrangements are made with the Evangelism Director.

Office use only:

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|--|---|---|
| <input type="checkbox"/> No outstanding recaps | <input type="checkbox"/> Entered in computer | <input type="checkbox"/> 75% advance sent |
| <input type="checkbox"/> Still under \$10,000/year | <input type="checkbox"/> Sent approval notice | <input type="checkbox"/> 25% recap sent |