

Guidelines for the Use of Evangelism Funds:

Accepting your evangelism series check means you will comply with the following:

1. ***Place this check into a separate fund or account.*** Deposit all evangelistic offerings and church evangelism contributions into this fund/account. Debit all (and only) evangelistically related expenses from this fund/account.
2. ***Provide auditor acceptable documentation for every expenditure.*** Every check written against this account must have a receipt or a statement (or invoice) marked paid with its check number. Retain documentation for upcoming audit.
3. Monies from this account ***can be used for*** musicians, "Bible Workers" or others who incurred expenses. However, you must *first* contact the Conference's Human Resource Department, and meet all of their requirements, in order to include those expenses in your evangelism subsidy request. Remember; *evangelism funds can only be used for evangelistic expenses!*
4. Monies from this account ***cannot be used for*** gifts, personal items, or the purchase of any personal (evangelistic) equipment. Personal evangelistic equipment can be rented, using this fund, but at a fraction of its original costs. When appreciation is expressed in a monetary form, it must come from non-evangelism funds.
5. ***Within two months of your evangelistic series, download (from NCC's web-page), fill out, and return as an attached file (via email) the evangelism "Closing Report."***

If your expenses were less than expected, please return the conference's unused portion (60%). For example, if your expenses were \$1,000 less than you expected, return \$600 of that to the conference, attention Evangelism Department. If your overage is less than \$500, retain the conference's portion in your local evangelism fund.

Thank you for following these guidelines and the privilege of assisting you with your evangelism efforts.

Del

Del Dunavant, D.Min.
Evangelism Director
Northern California Conference of the SDA Church