

# 2024 EVANGELISM FORMS

## INSTRUCTIONS

- Complete the **PRELIMINARY BUDGET REQUEST** form by the date set by the Ministerial Department. Submit form to the Ministerial Department. **PLEASE USE CURRENT FORMS ONLY.**
- Complete the **EVANGELISM SPEAKER** form and turn it in with the **PRELIMINARY BUDGET REQUEST** form.
- Complete the **FINAL BUDGET REQUEST** form and return it to the Ministerial Department 30 days prior to the evangelism event.
- At least two people should verify nightly offerings and record them on the **EVANGELISM OFFERING REPORT** form. Keep this form with your records.
- Complete and submit the **EVANGELISM EXPENSE REPORT** with supporting documents to the RMC Treasury Department within 90 days of completion of the evangelism event to obtain reimbursement for your approved evangelism expenses.
- Fill out an **EVANGELISM EXPENSE VOUCHER** for each expenditure. (No personal equipment purchase, rental, or repair may be charged to evangelism expense.)
- A 1099-NEC form must be filed for any individuals or unincorporated entities that are paid \$600.00 or more during a calendar year. You must obtain and keep with your records a W-9 form from each person or unincorporated entity that receives payment for services rendered. This includes amounts paid as honorariums to speakers. **Send copies of the completed W-9 forms with your EVANGELISM EXPENSE REPORT to demonstrate that you have complied with IRS regulations.** The W-9 form can be found at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- To avoid delays, **please include contact information** and make every effort to ensure that your forms and receipts are complete and accurate.

***Thank you for all that you do to grow God's Kingdom in the Rocky Mountain Conference!***

Rocky Mountain Conference of Seventh-day Adventists  
2520 S. Downing Street  
Denver, CO 80210  
Phone: 303-733-3771  
[www.rmcsda.org](http://www.rmcsda.org)

# 2024 PRELIMINARY EVANGELISM BUDGET REQUEST

**DEADLINE: SEPTEMBER 30, 2023**

Sponsoring church: \_\_\_\_\_

Location of meetings: \_\_\_\_\_

Dates of meetings: \_\_\_\_\_

Speakers: \_\_\_\_\_

Title of meetings: \_\_\_\_\_

Rental	Estimated Total	Free Materials	Estimated Total
Hall rental fee _____ x # of days _____	\$ _____	Give-away literature	\$ _____
Other rentals – <b>Please list</b>		Give-away Bibles	\$ _____
_____	\$ _____	Lessons	\$ _____
_____	\$ _____	Attendance awards	\$ _____
_____	\$ _____	Decision cards	\$ _____
_____	\$ _____	Other – <b>List on back and enter total</b>	\$ _____
<b>Evangelist</b>		<b>Children's Program</b>	
Lodging	\$ _____	Craft supplies	\$ _____
Per diem	\$ _____	Snacks	\$ _____
Mileage <b>OR</b> car rental & gas	\$ _____	Awards	\$ _____
Airfare/bus/train	\$ _____	Give-away literature	\$ _____
Evangelist's basic fee or honorarium (Must be approved)	\$ _____	Give-away Bibles	\$ _____
Other – <b>List on back and enter total</b>	\$ _____	Lessons	\$ _____
		Other – <b>List on back and enter total</b>	\$ _____
<b>Advertising</b>		<b>Budget Summary</b>	
Signs/Banners	\$ _____	<b>GRAND TOTAL ESTIMATED EXPENSES</b>	\$ _____
Radio/TV/Social Media	\$ _____		
Handbills	\$ _____	Less local church subsidy	\$ _____
Postage	\$ _____	Less estimated offerings	\$ _____
Newspaper	\$ _____		
Other – <b>List on back and enter total</b>	\$ _____	<b>RMC EVANGELISM FUNDS REQUESTED</b>	\$ _____

## REQUIRED SIGNATURES AND CONTACT INFORMATION

Sign: Pastor \_\_\_\_\_

Sign: Treasurer \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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**TOTAL RMC EVANGELISM FUNDS APPROVED: \$ \_\_\_\_\_**

Conference Evangelism Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

# 2024 EVANGELISM SPEAKER FORM

Complete and attach to Preliminary Budget Request Form

Please complete this form for each speaker/evangelist that you plan use for your evangelism events. This form must be completed and turned in with your Preliminary Budget Request Form. If your speaker/evangelist plans change, complete a new form and turn it in to the Ministerial Department with your Final Budget Request Form.

Speaker or Evangelist/s name: \_\_\_\_\_

Speaker's Territory/Conference: \_\_\_\_\_

Territory/Conference Representative: \_\_\_\_\_

Territory/Conference Representative's Phone #: \_\_\_\_\_

Is the speaker able to work in the USA? \_\_\_\_\_

Dates of meetings: \_\_\_\_\_

Location of meetings: \_\_\_\_\_

Sign: Pastor \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Sign: Treasurer \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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**This form is not complete unless signed and dated by the Conference Evangelism Coordinator.**

Conference Evangelism Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## 2024 FINAL EVANGELISM BUDGET REQUEST

**DUE 30 DAYS PRIOR TO START DATE – SHOW ANY CHANGES TO PRELIMINARY REQUEST**

Sponsoring church: \_\_\_\_\_

Location of meetings: \_\_\_\_\_

Dates of meetings: \_\_\_\_\_

Speakers: \_\_\_\_\_

Title of meetings: \_\_\_\_\_

Rental	Estimated Total	Free Materials	Estimated Total
Hall rental fee _____ x # of days _____	\$ _____	Give-away literature	\$ _____
Other rentals – <b>Please list</b>		Give-away Bibles	\$ _____
_____	\$ _____	Lessons	\$ _____
_____	\$ _____	Attendance awards	\$ _____
_____	\$ _____	Decision cards	\$ _____
_____	\$ _____	Other – <b>List on back and enter total</b>	\$ _____
Evangelist		Children's Program	
Lodging	\$ _____	Craft supplies	\$ _____
Per diem	\$ _____	Snacks	\$ _____
Mileage <b>OR</b> car rental & gas	\$ _____	Awards	\$ _____
Airfare/bus/train	\$ _____	Give-away literature	\$ _____
Evangelist's basic fee or honorarium (Must be approved)	\$ _____	Give-away Bibles	\$ _____
Other – <b>List on back and enter total</b>	\$ _____	Lessons	\$ _____
		Other – <b>List on back and enter total</b>	\$ _____
Advertising		Budget Summary	
Signs/Banners	\$ _____	<b>GRAND TOTAL ESTIMATED EXPENSES</b>	\$ _____
Radio/TV/Social Media	\$ _____		
Handbills	\$ _____	Less local church subsidy	\$ _____
Postage	\$ _____	Less estimated offerings	\$ _____
Newspaper	\$ _____		
Other – <b>List on back and enter total</b>	\$ _____	<b>RMC EVANGELISM FUNDS REQUESTED</b>	\$ _____

### REQUIRED SIGNATURES AND CONTACT INFORMATION

Sign: Pastor \_\_\_\_\_

Sign: Treasurer \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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**TOTAL RMC EVANGELISM FUNDS APPROVED: \$ \_\_\_\_\_**

Conference Evangelism Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

**DUE WITHIN 90 DAYS OF COMPLETION OF EVANGELISM EVENT**

Meetings conducted by: \_\_\_\_\_

Email: \_\_\_\_\_

# 2024 EVANGELISM EXPENSE VOUCHER

Payee: \_\_\_\_\_

Expense Item Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check #: \_\_\_\_\_ Date of Check: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## Instructions:

- **Attach clear copies of the receipts or invoices showing the items or services purchased and proof of payment made.**
- **Attach copies of checks.**
- **Attach a copy of the W-9 form for each person or unincorporated entity that has received payment for services rendered, such as speaker fees and honorariums.**
- **Attach a copy of the Church Board Minutes approving lodging and travel arrangements for the speaker, including mileage rates, per diem rates and number of days.**

**ATTACH ALL RECEIPTS, INVOICES, CHECK COPIES, CHURCH BOARD MINUTES, AND/OR OTHER  
SUPPORTING DOCUMENTATION TO THIS VOUCHER.**

# 2024 EVANGELISM FUNDS GUIDELINES

1. Expenses turned in to be reimbursed from your approved evangelism budget need to be **directly related to the evangelism event**. Allowable expenses would fall under the categories of hall rental, evangelist expenses, advertising, children's program expenses, and free handout materials.
2. Churches are exempt from paying taxes. Please use a tax-exempt certificate when making purchases for this event.
3. Expenses exceeding the approved evangelism budget will be the responsibility of the local church.
4. Receipts must show the items purchased, the price paid per item, and that **payment has been made**. Order confirmations and car rental estimates are not sufficient for reimbursement.
5. Remember that **all evangelists must be approved** by the Rocky Mountain Conference and have current authorization to work in the U.S. if they are to receive compensation, including an honorarium. Individuals who do not possess current work authorization may **ONLY** be reimbursed for expenses related to the evangelism meetings, which include travel, lodging, meals, and incidentals. Special rules apply, please ask for more information if needed.
6. Approval from ADCOM must be obtained **prior to the meetings** if you are considering compensating (including honorariums) a part-time pastor for holding an evangelistic series.
7. **Full-time employees** of the Rocky Mountain Conference are **NOT to be compensated or receive honorariums** for holding an evangelistic series in the Rocky Mountain Conference.
8. You must obtain a W-9 form for any individual or unincorporated entity that receives payment for services rendered. Please provide a copy of the W-9 with your Evangelism Expense Report. A 1099-NEC form must be filed if they are paid \$600.00 or more during a calendar year.
9. Please turn in your Evangelism Expense Report **within 90 days of completion** of the evangelism event. **March 31, 2024 is the last day that Evangelism Expense Reports and receipts will be accepted for reimbursement of expenses from 2023 evangelism.**

# 2024 EVANGELISM FUNDS GUIDELINES

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Not all expenses related to evangelism can be turned in to the Rocky Mountain Conference for reimbursement from Conference Evangelism funds. Some expenses should be paid for through the church. Please follow the guidelines listed below. These lists are meant to be a guideline and do not cover every possibility. Please ask if you have any questions. All expenses are subject to review.

## CONFERENCE FUNDS:

- Hall rental
  - Decorations
  - Food and supplies for snacks or a meal, if connected to the meetings
- Evangelist
  - Lodging
  - Per diem
  - Mileage **or** car rental & gas
  - Airfare/bus/train
  - Evangelist's basic fee/honorarium (Conference approved)
  - **Remember that RMC employees are not to be compensated for evangelism**
- Advertising
  - Signs/Banners
  - Radio/TV/Social Media
  - Handbills
  - Postage
  - Newspaper
- Free Materials
  - Give-away literature
  - Give-away Bibles
  - Lessons
  - Attendance awards
  - Decision cards
- Children's Program
  - Craft Supplies
  - Snacks
  - Awards
  - Give-away literature/Bibles
  - Lessons

## CHURCH FUNDS:

- Gifts for the speaker
- New equipment for the church (sound equipment, computer equipment, projection equipment, etc.)
- Improvements to your church building
- Snacks and restaurant meals for local church leadership
- Baptismal robes

## MILEAGE, PER DIEM, & LODGING GUIDELINES:

The Church Board should approve all mileage, per diem and lodging arrangements for the evangelist. The rates should not exceed the current conference rates of **\$56/day for per diem and \$0.45/mile for mileage**. A copy of the board action approving the arrangements (showing rates and number of days) must be turned in with the Evangelism Expense Report.

The Church Board should approve arrangements if a church member is to be paid for transporting the evangelist. The driver should keep a mileage log and be paid a mileage rate not to exceed the current Conference rate of **\$0.45 per mile**. A copy of the board action (showing rates and number of days) and a copy of the mileage log must be turned in with the Evangelism Expense Report.

***Thank you for being good stewards with Rocky Mountain Conference Evangelism Funds, making it possible to grow God's Kingdom throughout the entire Rocky Mountain Conference!***



# 2024 EVANGELISM OFFERING REPORT

**TREASURER: KEEP FOR AUDIT**

Sponsoring church: \_\_\_\_\_

Location of meetings: \_\_\_\_\_

Dates of meetings: \_\_\_\_\_

Meetings conducted by: \_\_\_\_\_

**Instructions:** Please record the offering for each date that it was taken up, and record the initials of those who counted it. Each offering should be counted by two people. **No expenses should EVER be paid directly from the offering.**

[illegible]

# 2024 VOLUNTEER EXPENSE FORM

Sponsoring church: \_\_\_\_\_

Location of meetings: \_\_\_\_\_

Dates of meetings: \_\_\_\_\_

Volunteer name: \_\_\_\_\_

## LODGING

Motel/Hotel (attach receipts showing payment made) \$ \_\_\_\_\_

## PER DIEM

\_\_\_\_\_ days at \$ \_\_\_\_\_ per day \$ \_\_\_\_\_

## PUBLIC TRANSPORTATION

Rental car (final receipt required, not estimate) \$ \_\_\_\_\_

Gasoline for rental car (attach receipts) \$ \_\_\_\_\_

Airline tickets (attach receipts showing payment made) \$ \_\_\_\_\_

Airline baggage fee (attach receipts showing payment made) \$ \_\_\_\_\_

Airport parking (attach receipts showing payment made) \$ \_\_\_\_\_

Taxi (attach receipts showing payment made) \$ \_\_\_\_\_

Travel insurance (attach receipts showing payment made) \$ \_\_\_\_\_

## MILEAGE – IF MILES WERE DRIVEN ON MULTIPLE DAYS, PLEASE ATTACH MILEAGE LOG

\_\_\_\_\_ miles at \_\_\_\_\_ per mile\* \$ \_\_\_\_\_

\*Not to exceed current conference rate

**TOTAL EXPENSES** \$ \_\_\_\_\_

Sign: Pastor \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Sign: Treasurer \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

# 2024 EVANGELISM VOLUNTEER MILEAGE LOG

Volunteer's name: \_\_\_\_\_

Sponsoring Church: \_\_\_\_\_

Dates of meetings: \_\_\_\_\_

Mileage Rate: \_\_\_\_\_

DATE:	NUMBER OF MILES DRIVEN:	COST (MILES X RATE):	PURPOSE OF TRIP:
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
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		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>TOTAL:</b>		\$	

I certify that the miles listed above are miles that I drove while serving as a volunteer. I understand that mileage will be reimbursed at the rate approved by the Church Board, not to exceed the current RMC Mileage Reimbursement Rate.

Sign: Volunteer \_\_\_\_\_ Date: \_\_\_\_\_

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Sign: Pastor \_\_\_\_\_ Sign: Treasurer \_\_\_\_\_

Print: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**TO BE USED FOR INCIDENTAL EXPENSES WHEN HOUSING AND MEALS ARE PROVIDED TO THE VOLUNTEER  
AND TO BE USED ONLY FOR THE DAYS SPENT WORKING AS A VOLUNTEER**

Dates of meetings: \_\_\_\_\_

<b>DATE:</b>	<b>RATE: \$5.00/DAY</b>	<b>VOLUNTEER ACTIVITY</b>	<b>LOCATION</b>
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
<b>TOTAL:</b>	\$		

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Email: \_\_\_\_\_