# 2026 EVANGELISM FORMS

## INSTRUCTIONS

- Complete the **PRELIMINARY BUDGET REQUEST** and the **EVANGELISM SPEAKER** forms by the date set by the Ministerial Department. Submit forms to the Ministerial Department. PLEASE USE CURRENT FORMS ONLY.

- Complete the **FINAL BUDGET REQUEST** form and return it to the Ministerial Department 60 days prior to the evangelism event. Include an **EVANGELISM SPEAKER** form if your initial speaker choice has changed.

- 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 60 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 completed 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**

**2026 PRELIMINARY EVANGELISM BUDGET REQUEST**

**DEADLINE: OCTOBER 30, 2025**

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 – **Please list** | | | Give-away Bibles | $__________ |
| ______________________________ | $__________ | | Lessons | $__________ |
| ______________________________ | $__________ | | Attendance awards | $__________ |
| ______________________________ | $__________ | | Decision cards | $__________ |
| ______________________________ | $__________ | | Other – **List on back and enter total** | $__________ |
| **Evangelist** | | | **Children's Program** | |
| Lodging | $__________ | | Craft supplies | $__________ |
| Per diem | $__________ | | Snacks | $__________ |
| Mileage **OR** car rental & gas | $__________ | | Awards | $__________ |
| Airfare/bus/train | $__________ | | Give-away literature | $__________ |
| Evangelist's basic fee or honorarium (Must be approved) | $__________ | | Give-away Bibles | $__________ |
| | | | Lessons | $__________ |
| Other – **List on back and enter total** | $__________ | | Other – **List on back and enter total** | $__________ |
| **Advertising** | | | **Budget Summary** | |
| Signs/Banners | $__________ | | **GRAND TOTAL ESTIMATED EXPENSES** | $__________ |
| Radio/TV/Social Media | $__________ | | | |
| Handbills | $__________ | | Less local church subsidy | $__________ |
| Postage | $__________ | | Less estimated offerings | $__________ |
| Newspaper | $__________ | | | |
| Other – **List on back and enter total** | $__________ | | **RMC EVANGELISM FUNDS REQUESTED** | $__________ |

**REQUIRED SIGNATURES AND CONTACT INFORMATION**

Sign: Pastor ______________________________ Sign: Treasurer ______________________________

Print: ______________________________ Print: ______________________________

Date: ______________________________ Date: ______________________________

Phone #: ______________________________ Phone #: ______________________________

Email: ______________________________ Email: ______________________________

**************************************************************************************************************

**TOTAL RMC EVANGELISM FUNDS APPROVED: $____________________**

**Conference Evangelism Coordinator:** ______________________________ **Date:** ____________________

# 2026 EVANGELISM SPEAKER FORM

## Due no later than 60 days BEFORE meetings begin

**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 no later than 60 days BEFORE your meetings begin.**

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 | ______________________ | Sign: Treasurer | ______________________ |
| Print: | ______________________ | Print: | ______________________ |
| Date: | ______________________ | Date: | ______________________ |
| Phone #: | ______________________ | Phone #: | ______________________ |
| Email: | ______________________ | Email: | ______________________ |

****************************************************************************************************

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

**Conference Evangelism Coordinator:** ______________________ **Date:** ______________

# 2026 FINAL EVANGELISM BUDGET REQUEST

# DUE 60 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 – **Please list** | | | Give-away Bibles | $__________ |
| ______________________________ | $__________ | | Lessons | $__________ |
| ______________________________ | $__________ | | Attendance awards | $__________ |
| ______________________________ | $__________ | | Decision cards | $__________ |
| ______________________________ | $__________ | | Other – **List on back and enter total** | $__________ |
| **Evangelist** | | | **Children's Program** | |
| Lodging | $__________ | | Craft supplies | $__________ |
| Per diem | $__________ | | Snacks | $__________ |
| Mileage **OR** car rental & gas | $__________ | | Awards | $__________ |
| Airfare/bus/train | $__________ | | Give-away literature | $__________ |
| Evangelist's basic fee or honorarium (Must be approved) | $__________ | | Give-away Bibles | $__________ |
| | | | Lessons | $__________ |
| Other – **List on back and enter total** | $__________ | | Other – **List on back and enter total** | $__________ |
| **Advertising** | | | **Budget Summary** | |
| Signs/Banners | $__________ | | **GRAND TOTAL ESTIMATED EXPENSES** | $__________ |
| Radio/TV/Social Media | $__________ | | | |
| Handbills | $__________ | | Less local church subsidy | $__________ |
| Postage | $__________ | | Less estimated offerings | $__________ |
| Newspaper | $__________ | | | |
| Other – **List on back and enter total** | $__________ | | **RMC EVANGELISM FUNDS REQUESTED** | $__________ |

## REQUIRED SIGNATURES AND CONTACT INFORMATION

| | |
|---|---|
| Sign: Pastor ______________________________ | Sign: Treasurer______________________________ |
| Print: ______________________________ | Print: ______________________________ |
| Date: ______________________________ | Date: ______________________________ |
| Phone #: ______________________________ | Phone #: ______________________________ |
| Email: ______________________________ | Email: ______________________________ |

****************************************************************’’’’’’’’’’*************OFFICE USE ONLY*******************************************************************************

**TOTAL RMC EVANGELISM FUNDS APPROVED: $____________________**

**Conference Evangelism Coordinator:** ______________________________ **Date:** ____________________

# 2026 EVANGELISM EXPENSE REPORT

# DUE WITHIN 60 DAYS OF COMPLETION OF EVANGELISM EVENT

Sponsoring church: ____________________

Location of meetings: ____________________

Dates of meetings: ____________________

Meetings conducted by: ____________________

| PAYEE: | PURPOSE OF EXPENSE:<br><br>(For example: advertising, hall rental, evangelist's fee, children's program, free material handouts) | AMOUNT: | EXPENSE VOUCHER INCLUDED √ | COPY OF RECEIPT AND/OR BOARD MINUTES ENCLOSED √ | W-9 ENCLOSED √ |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | TOTAL: | | | | |

Sign: Pastor ____________________ Sign: Treasurer ____________________

Print: ____________________ Print: ____________________

Date: ____________________ Date: ____________________

Phone #: ____________________ Phone #: ____________________

Email: ____________________ Email: ____________________

# 2026 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 DOCUMENTATON TO THIS VOUCHER.**

# 2026 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. Evangelism Expense Reports and **receipts are due within 60 days** of completion of the evangelism event.

# 2026 EVANGELISM FUNDS GUIDELINES



**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 **$58/day for per diem and $0.50/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 **$0.50 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!***

# 2026 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.***

| DATE | OFFERING AMOUNT | VERIFICATION INITIALS | DATE | OFFERING AMOUNT | VERIFICATION INITIALS |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

# 2026 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 ____________________ | Sign: Treasurer____________________ |
| Print: ____________________ | Print: ____________________ |
| Date: ____________________ | Date: ____________________ |
| Phone #: ____________________ | Phone #: ____________________ |
| Email: ____________________ | Email: ____________________ |

# 2026 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: |
|---|---|---|---|
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| **TOTAL:** | | $ | |

**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:** ____________________

**************************************************************************************************

Sign: Pastor ______________________________ Sign: Treasurer ______________________________

Print: ______________________________ Print: ______________________________

Date: ______________________________ Date: ______________________________

Phone #: ______________________________ Phone #: ______________________________

Email: ______________________________ Email: ______________________________

# 2026 EVANGELISM VOLUNTEER INCIDENTAL EXPENSE FORM

**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**

Volunteer's name: ______________________________

Sponsoring Church: ______________________________

Dates of meetings: ______________________________

| DATE: | RATE: $5.00/DAY | VOLUNTEER ACTIVITY | LOCATION |
|---|---|---|---|
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| TOTAL: | $ | | |

**I certify that I provided volunteer services on the days and locations listed above. I understand that the per diem allowance will be no more than $5.00 per day, is only available if housing and meals are being provided and only for the days actually spent working as a volunteer for the meeting dates above.**

**Sign: Volunteer** ______________________________ **Date:** ______________

************************************************************************************************************************************

Sign: Pastor ______________________________

Print: ______________________________

Date: ______________________________

Phone #: ______________________________

Email: ______________________________

Sign: Treasurer ______________________________

Print: ______________________________

Date: ______________________________

Phone #: ______________________________

Email: ______________________________