COMMUNITY SERVICES SUBSIDY REQUEST FORM

Project Title: _____

Date(s) of the Project: _____

Time: From _____

Target Group: _____

Prospective Participants: _____

Venue (Full Address): _____

Person-in-charge of the Project: _____

No.of Church Members will be involved: _____

Date approved by Church Board: _____
(Please attach a copy of minutes)

Project Budget

Items	Amount Estimated (RM)	Amount Approved (RM)	Amount Spent (RM)
Banner			
Pamphlets / Printings			
Rental			
Total Amount Needed			
Amount Requested			

Follow-up plans: _____

_____

Church: _____

Name: _____

Date: _____

Signature: _____

Dept. Director Approval:

Treasurer Approval:

Note:

1) If any changes or cancellation of date, venue or project, Community Services Director of PEM, **MUST BE INFORMED** immediately. Otherwise subsidy will be treated as CASH ADVANCE and charge to **PERSONAL ACCOUNT** until full report has been accepted and approved by the Mission.
2) A written proposal of the project must be submitted at least 3 months before the project is carried out.
3) The following reports must be submitted 4 weeks after the meetings are held:
   I) Community Services Subsidy Request Form
   II) Community Services Report (with pictures)
   III) Financial Report (with receipts)
4) Mission will subsidize 50% of the actual expenses incurred, max of RM 500.00 for each project.
5) Each congregation is eligible for claiming 1 community service subsidy up to RM 500.00 per year.

FOR OFFICE USE ONLY

CHEQUE #.: _____

DATE: _____

PAYEE: _____

DATE REPORT RECEIVED: _____

SEVENTH-DAY ADVENTIST CHURCH