

Guidelines for Submitting Financial Requests

1. Know the financial health of the OVERALL Missions Budget (Monthly Financial Report)

Last month's plan (89%) vs. actual giving and year to date giving %'s and trends as discussed at the Council Meetings.

2. Know the financial health of YOUR REGION'S Budget

Consider where we're at in relationship of your remaining budget and the remaining months of the missions year. (Nov-Oct)

3. Be discerning when reading your missionaries' newsletters and communications.

Sometimes they ASK for help and other times they DON'T.

4. The regional CASH budget is for EVERY team member to invest in their missionaries' needs. This will build an increasing sense of ownership, impact, and relationship.

5. Never just say, "Hey we have money, do you have any needs?"

There is always more need than money. We must approach needs with prayer and discernment to be the BEST stewards.

6. When you focus on a need you'd like to participate in meeting, consider the following:

- What is the TOTAL amount of the need?
- What has the Missionary/Ministry raised so far TOWARD it?
- How broad is their 'ask'? (All churches/supporters or just a few?)
- WHY are you passionate about helping to meet this need?
- If we are "**considering participation**," HOW would we give? Is there a specific account or project #?
- Have we given to this missionary/ministry recently? How much?
- What is the timing of the need? Some requests/emergencies may need to be addressed BEFORE your team meeting.
- If so, handle in a time-sensitive manner by emailing your Regional Director right away.
- Don't forget to PRAY for the financial needs you discover regardless of if, or how much we can give.

7. Bring a prepared request reflecting the above considerations to the next team meeting.

Email your Regional Director in advance so they can ask questions and anticipate your request

8. In some cases, additional funds may be requested by your Regional Director. (RD)

This would need to be presented by your RD to the Missions Council at their regular monthly meeting.

9. Once a request is approved, your RD will fill out a "Green Sheet" and submit it to Kristine.

10. Once the check has been processed, your RD will be notified who will in turn, notify you.

11. You will then be cleared by your RD to give your missionary/ministry the good news!