

Conference Request Form

Effective January 1, 2006, this form must be submitted to the Elders for approval in advance of any conferences.

Date Submitted: _____

Ministry Staff Requesting: _____

Name of Conference: _____

Purpose of Conference: _____

Date(s) of Conference: _____

Dates of conference have been checked against all-church calendar and there are the following conflicts:

none; _____

Location of Conference: _____

CCC Participants to Conference: _____

Funding

budgeted (not to exceed \$1,000 per staff member per year) describe _____ \$ _____

cash account describe _____ \$ _____

other _____ \$ _____

Total Estimated Funding \$

Cost *(non-local travel requires Travel Planning Form be completed)*

conference fee _____ \$ _____

transportation _____ \$ _____

food _____ \$ _____

lodging _____ \$ _____

other _____ \$ _____

Total Estimated Cost \$

Approval

Present approved "Conference Request Form" with "Purchase Order Request" to office manager to register.

Complete "Request To Schedule" form to add to all-church planning calendar.

Complete "Travel Planning Request" form if event is not local.

 Elder Representative Signature

Conference Request Form

 Date

11/3/2005