



## Policy for Distribution of Evangelistic Funds

1. **New Churches**/Church Plants (any officially recognized church group of 3 years old or less) can receive up to a maximum of 50% of a series budget. If an approved evangelist is used, their salary will be paid apart from the budget.
2. **Established** churches will receive up to the following amounts:
  - a. Series held with approved guest evangelist 40%.
  - b. Series done by the church pastor 50%
  - c. Series done by layperson with evangelistic experience 25%
3. All funds collected from offerings taken during the evangelistic meetings can be used by the local church toward their portion of the series expenses.
4. All allocations will be based on the availability of funds and approved by the NUC Conference Evangelism Committee.
5. All requests for funds must be brought to the Executive Secretary.
6. All requests must be made on the appropriate NUC Conference **Evangelistic Campaign Budget Form**.
7. Subsidy from the Conference will be paid out as follows: 75% 45 days before the series starts, 25% after all receipts are turned in following the series.
8. All requests should be submitted by January 15.
9. The NUC reserves the right to place a cap on evangelism meeting limits due to available funding.
10. Evangelism Funds **must be used in the calendar year** for which it is requested unless otherwise authorized by the administration.



## Guidelines for Distribution of Evangelistic Funds

1. 75% Advanced 45 days prior to the campaign start date. All receipts are due in the office in order to receive the remaining 25% and any future evangelistic advances.
2. The disbursement request is made using the “**Request for Disbursement of Evangelism Funds Form**” sent via email to [nvargas@nevadautah.org](mailto:nvargas@nevadautah.org) or faxed to 775-322-9371 Attention Noreen Vargas.
3. To turn in the receipts you must send them via mail to the Nevada-Utah Conference, Attention Noreen Vargas 10475 Double R Blvd., Reno, NV 89521. Or scan your receipts and send them via e-mail to [nvargas@nevadautah.org](mailto:nvargas@nevadautah.org). Please use the “**Reimbursement Summary Worksheet**” to help us expedite the process.  
If you have any questions please contact Mrs. Vargas directly.
4. All evangelistic funds provided by the Conference are limited for:
  - a. Honorarium
  - b. Hotel expenses
  - c. Food
  - d. Per-diem
  - e. Mileage
  - f. Gasoline
  - g. Decorations
  - h. Advertisement
  - i. Gifts
  - j. Bibles, books, CD, DVD, etc.
  - k. Rent of facility for the event
  - l. Extra Help
5. Evangelism funds from the conference do not cover improvements for the church building and/or church vehicle or the purchase of equipment such as:
  - a. Audio/Visual Equipment
  - b. Chairs
  - c. Any type of furniture
6. If the honorarium of the guest speaker or of any extra help you may have **exceeds \$599.00USD on a yearly basis**, the church **MUST** provide to the Conference office a filled out W9 by the guest speaker for with the social security number to issue a 1099. If the person doesn't have a social security number because he/she is not a resident of the United States, please keep the honorarium to a maximum of \$599.00USD in a year.