

# MISSION/CAMP SCHOLARSHIP DISBURSEMENT PROCEDURE

(Members and Constituents of Petoskey United Methodist Church)

**Purpose: The purposes of the Mission/Camp Funds are to supplement the cost of a mission/camp experience.**

## Funds Available:

Family Mission Fund (2340)  
T/N Local Mission Fund (2377)  
T/N Foreign Mission Fund (2379)  
Domestic Mission Fund (2339.1)  
Youth Camp Fund (2317)  
Youth Mission Fund (2315)

## Mission Funds Process:

1. Disbursement Form:
2. Disbursement form will be filled out and turned into or e-mailed to the Director of Ministries' office or the Chairperson of the Mission Funds Team. (Forms are available in the office or on the Website). It will include:
  - i. Name of requesting person
  - ii. Synopsis of Mission Trip
  - iii. Place, date & length of trip
  - iv. Full amount of trip
3. General Information:
  - a. Must be requested at least 30 days in advance (if possible).
  - b. Will be dispersed by committee (minimum of 2 present) in time period requested on Disbursement Form.
  - c. Upon return from the mission trip/camp – you will be asked to do a short presentation in worship, the Belltower, and/or small group/youth group session within 60 days.
  - d. If a special Sunday offering is taken for any mission trip, to help defray the costs of said trip, this disqualifies individuals on that mission opportunity from securing personal scholarship funds from these accounts (this does not include separate fundraisers such as dinners, carwashes, etc).
  - e. Only one scholarship can be granted per person per year as funds are available, except as noted below.
  - f. Dollars listed are maximums per person per year.
4. Scholarships Explanation:
  - a. Family Mission Fund
    - i. This fund is for family members – must be an Adult & child in the same family - that go together on a mission trip.
    - ii. \$50 or 10% of total per person trip cost, per family member, which ever is greater.
  - b. T/N Local Mission Fund
    - i. This fund is for local missions/service projects that benefit our area  
Example: Nehemiah, Mary Margaret, Special Outreach
    - ii. \$50 per project
    - iii. Can apply for each new project.
  - c. T/N Foreign Mission Fund
    - i. This fund is for anyone leaving the country - adult or child – for missions
    - ii. \$250 per person

Adopted by Committee: 8/6/07  
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- d. Domestic Missions Funds
  - i. This fund is for anyone going on a domestic mission – adult or child
  - ii. \$50 or 10% of total per person trip cost, which ever is greater.
- e. Youth Mission Funds (Overseen by Director of Ministries)
  - i. This fund is for any youth, 6<sup>th</sup> through 12<sup>th</sup> grade going on a mission trip.
  - ii. \$50 or 10% of total per person trip cost, which ever is greater
  - iii. Can apply for each new mission trip.
- f. Youth Camp Fund (overseen by Director of Ministries & Children Ministries Director)
  - i. this fund is for any youth going to a Christian Summer Camp
  - ii. Can only apply for one camp scholarship per person per year.
  - iii. Up to 50% of total camp cost
  - iv. Does not disqualify you from a Mission Scholarship.

COMMITTEE MEMBERS

Martha Radcliffe – Chairperson

Dennis Myers

Sue Herrington

Deb Cole

Adopted by Committee: 8/6/07

Approved by Church Council: