

Board Submission Form
Orangeville Seventh-day Adventist Church

Please Note:

- All requests/proposals are to be submitted on the Board Submission Form in ample time prior to all duly called board meeting for inclusion on the Agenda.
- The proposal shall be the joint work of the department and should come to the Church Board as a voted recommendation from the department.
- An example of a POORLY WRITTEN MOTION is: *"I move to replace the wood shingles on three of the buildings with asphalt shingles."*
- An example of a WELL-WRITTEN MOTION is: *"I move to replace the wood shingles on buildings 1, 2, and 3 with asphalt shingles in May, 2017. The second phase of replacing the roofs will occur in July, 2017 for the remaining buildings 4, 5, and 6, so that they will all match by the end of the summer. The roof replacements for both phases will be funded from the association budget at a cost of \$10,000 per roof."*

Department: _____	Presenter: _____
For Discussion at Board Meeting - Date: _____	

REQUEST/ EVENT INFORMATION (Title) _____

Proposed Date: _____ Time: _____

Duration of Event (weekend, day, etc.) _____

Guest Speaker: _____

Guest Church or Address: _____

Name of individual(s) being invited and purpose for the invitation (Guest Pastors or Speakers from other churches must be approved by the Pastor)

Description of Request/Proposal

OBJECTIVES: (Briefly describe the purpose of the event or reason for the request and how it is to be completed)

- a) General – what you want to achieve
- b) Specific – how you are planning to accomplish the General objective

MATERIALS or EQUIPMENT Required:

BUDGET:(Briefly outline financing for the project (income and expenses) – attach file if necessary)

FINANCING	
Department's Annual Budget: \$	Expenditure to Date: \$
Is this expense included in your budget? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will the financing be shared with another department? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, indicate department name:	
Funds Required: \$	Required Date of Funds:
Reviewed by: Treasurer	
Recommendation/Motion: I moved that _____ _____ _____ _____ _____	
Signatures: Head of Department Date Submitted:	
..... Elder of Department	
Details of Board Approval:(church clerk)	
Voted <input type="checkbox"/> Denied <input type="checkbox"/>	