



## Congregational Subsidy Request Application

Complete this subsidy application and submit it to your Congregation Financial Officer or Pastor at least two (2) weeks prior to the registration deadline (*four (4) weeks prior to the event*).

If you are not connected to a congregation, please contact the Camping and Retreat Coordinator, Lisa Neudorf, at [reggie@communityofchrist.ca](mailto:reggie@communityofchrist.ca) for assistance in connecting with a congregation.

Name of Applicant:		
Name of camper ( <i>if different than applicant</i> ):		
Address:		
City/Province:		Postal Code:
Home phone:		Mobile:
E-mail:		
Event:		
Event registration fee:	Amount to be paid by Applicant:	Amount of subsidy requested:
\$	\$	\$
Please provide a brief explanation as to why you are requesting a subsidy:		

\_\_\_\_\_ date

\_\_\_\_\_ signature of applicant

**CFOs/Pastor(s):** All subsidy requests are to be handled in a confidential manner between the Applicant and the CFO/Pastor.

### CFO procedure for payment of subsidies:

- The attendee is required to register and pay the registration fee online using Reggie.
- The CFO is asked to pay the approved amount directly to the attendee to facilitate online payment of the registration fee.
- If the CFO requires confirmation of payment they should notify Lisa Neudorf ([reggie@communityofchrist.ca](mailto:reggie@communityofchrist.ca)) who will forward confirmation of payment when it has been made.
- In the event the CFO is unable to pay the approved amount directly to the attendee, the attendee should make payment in full and claim reimbursement of the approved amount from the CFO.

<b>For CONGREGATION / CWM use only:</b>	Date Request received: _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount allocated: _____
Authorizing signature: _____	Date: _____