



MISSION TRIP PROCEDURES

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PROCEDURES TO REQUEST FINANCIAL SUPPORT FOR A MISSION TRIP

1. COMPLETE YOUR RESEARCH

What types of activities are planned? Are the dates of the trip acceptable to your employer? Can you make a financial commitment? Are you willing to work? Most trips are not leisurely. Is your health acceptable for you to make the trip?

2. COMPLETE THE MISSION QUESTIONNAIRE?

Mission questionnaire is located on our website: www.swcoc.org/missionquestionnaire

3. CONTACT THE ELDERS

Contact an elder to set up a meeting as soon as possible upon deciding to participate. Bring copies of brochures, emails, etc. that describes the activities planned for the trip. Bring your completed Mission Questionnaire and be prepared to discuss your information.

4. FINANCIAL ASSISTANCE

If the elders approve financial assistance, you must provide any invoices, billing, etc. necessary for the payment of funds. If you are unable to attend your chosen mission work, repayment of the assistance is generally expected. Some exceptions may be granted based upon the circumstances.

5. MISSION TRIP REPORT

Once you have completed your mission trip, a report of the trip is expected to be made to the elders.