

**Board of Missions
California-Nevada Annual Conference**

Missionary Itineration Request Form

Directions

Thank you for requesting a missionary visit! Follow these steps to get ready:

1. Pray and make a basic plan for your event. Arrange for a **contact person** and an overnight **host** (need not be the same person) for the night before and of the event, in case the missionary prefers not to stay in a hotel or motel. He or she will call your contact person to clarify needs and details about your group's date, time and event.
2. Please complete this form, make **three copies**, and *keep one for yourself*. *Mail one copy to the Conference Secretary of Global Ministries*, who will give the completed copy to the missionary on your behalf:

Laddie Perez-Galang
c/o East Bay Formosan United Methodist Church
1755 Sunnyvale Avenue
Walnut Creek, CA 94597-1809
Phone: (510) 396-2347 or Fax: (925) 473-9058
e-mail: laddieg@pacbell.net or mz.buzy@gmail.com

You will receive a confirmation telephone call, e-mail, or letter to the contact person named on your form.

3. Mail **third** copy, *along with contribution to the Itineration Fund*, to:

California-Nevada Annual Conference
United Methodist Center
P.O. Box 980250
West Sacramento, CA 95798-0250

Missionaries on itineration are reimbursed for their travel expenses within our conference through our Conference Itineration Fund. If an amount for this is already in your church/group budget, send the contribution anytime! If not, please take a freewill offering or otherwise arrange a contribution, and send it before or after your event.

Make the check payable to **“California-Nevada Annual Conference”** noted **“Itineration Fund.”** Do not give money or make out checks to the missionary. Your generous support of our Conference Itineration Fund takes care of the missionary's expenses within our conference.

Your previous and future generous support of the Covenant Relationship program, gifts to the Advance, UMW gifts to mission, and your church's apportionment offerings are all part of the General Board of Global Ministry's budget to cover the costs of the missionary's international and cross-conferences travel.

Church: _____

Board of Missions
California-Nevada Annual Conference
Missionary Itineration Request and Information Form

(Please see directions for this form on accompanying sheet. Call Laddie Perez-Galang at (510) 396-2347 and make your request known BEFORE you mail this form. Thanks!)

Missionary: _____ Day/Date of Visit: _____

Time: _____ Worship Service or Special Presentation? _____

Length of Presentation or Sermon: _____

Any special theme or event the missionary should know about? _____

Name of hosting church, UMW unit, or group: _____

Physical address (NOT P.O. Box.): _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ E-mail _____

Contact Person: _____

Phone: () _____ E-mail _____

Directions to church/site of presentation: _____

Overnight Host Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ E-mail _____

Directions to overnight host home: _____
