

AZ-CA District Convention 2018 Travel Equalization

Greetings, brothers in Christ in the AZ-CA District,

The 2016 AZ-CA District Convention adopted a new travel equalization policy for our district. The goal was to provide a more equitable solution for assisting congregations, especially those traveling from greater distances and/or having smaller communicant memberships, in sending their male called workers and lay delegates to the district convention (Resolution 2016-01-03). An online form has been developed to assist us in implementing the Travel Equalization policy.

The following will guide you through the process:

If your congregation is eligible for travel assistance...

1. Click on the following link: <https://azcadistrict.wufoo.com/forms/w1ny1t6n1if32qq/> This link will take you to the online Wufoo form where you will either submit your request for travel assistance or make your congregation's contribution to the Travel Equalization Fund.
2. You will find the maximum amount your congregation can request for assistance in the PDF file "Travel Equalization - AZ-CA District - 2018.05.31," located in the Travel Equalization file on the AZ-CA District Convention website. For your convenience, we also plan to attach that file to this email. Please note that you may only request assistance up to the amount of actual travel expenses or the amount listed on the Travel Equalization PDF, whichever is smaller (i.e., no congregation is allowed to "make money" on travel equalization).
3. As you look at the "Travel Equalization - AZ-CA District - 2018.05.31" PDF, find the row for your congregation. The number in the far right column (highlighted in bright yellow) indicates the amount of travel assistance you are eligible to receive (indicated by a negative number). The maximum amount of assistance per congregation is capped at \$500.
4. Complete the Wufoo Travel Equalization form online and submit payment online (preferred) or by check. If submitting by check, please include a copy of the form generated by Wufoo.

If your congregation is required to make a contribution to the Travel Equalization Fund...

1. Click on the following link: <https://azcadistrict.wufoo.com/forms/w1ny1t6n1if32qq/> This link will take you to the online Wufoo form where you will either submit your request for travel assistance or make your congregation's contribution to the Travel Equalization Fund.
2. You will find the figure for the amount you are asked to contribute in the PDF file "Travel Equalization - AZ-CA District - 2018.05.31," located in the Travel Equalization file on the AZ-CA District Convention website. For your convenience, we also plan to attach that file to this email.
3. As you look at the "Travel Equalization - AZ-CA District - 2018.05.31" PDF, find the row for your congregation. The number in the far right column (highlighted in bright yellow) indicates the amount your congregation is asked to contribute to the travel equalization fund (indicated by a positive number). The maximum amount a congregation may be asked to contribute is \$500.
4. Complete the Wufoo Travel Equalization form online and submit payment online (preferred) or by check. If submitting by check, please include a copy of the form generated by Wufoo.

The payment deadline is July 1, 2018. For those of you required to make contributions under the new policy, we thank you in advance for your prompt payment as that will enable us to make timely reimbursements to the congregations in need of some travel assistance. Funds will be distributed to eligible congregations which fill out this form requesting travel assistance as funds become available.

Thank you for your help in this matter! If you have questions, please contact me at wernerj@refsd.org.

Pastor James Werner