

2014 STATE INCENTIVE PLAN

Instructions for Use of Order Forms by WMU Representative

Attached is the order form to be used with churches ordering WMU curriculum resources for new organization starts. Please follow these instructions to insure that accurate information is gathered and so orders may be handled quickly and efficiently.

“NEW START ORDER FORM”

“New Starts” are WMU organizations that are beginning for the **first time** in a church that either has never had the age-level organization/WMU leadership or has not had the organization/WMU leadership for **at least two years**.

1. Enter today’s date the on the form in the upper right corner.
2. Indicate the number of subscriptions that are being requested. You may use the same order form for multiple organizations.
3. Enter total cost for each line item.
4. Calculate tax if applicable (Alabama customers only).
5. Total all charges.
6. Complete the “Method of Payment” section, including signature.
7. Enter church name.
8. Fill in the mailing address, and shipping address if different. Usually, magazines must be delivered to a street address and not a post office box. The mailing address is needed for renewal notices and other correspondence.
9. Print name of the Church Representative. This may be the pastor, WMU director, or other individual with whom you prepare the order form.
10. List the daytime phone number for the individual named above.
11. Print name and phone number of WMU Representative who is completing the form. This step insures your state office is aware of the new start and can follow-up with the church as appropriate.
12. List your state’s WMU office.
13. Leave a copy of the form with the church for their records.
14. Return completed form to state WMU office for signature of state WMU Executive Director or her proxy. The state WMU Executive Director will then mail or fax the form to WMU, SBC.

When New Start Order Form is ready to submit:

1. Make a copy of the completed order form for the Church Representative.
2. Send form to:
Sandy Garner
Woman’s Missionary Union
P O Box 830711
Birmingham, AL 35283-0711
FAX: 1-205-995-4840

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