

## 2020 WMU STATE INCENTIVE PLAN

### Instructions for Use of Order Forms by WMU Representative

**“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 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. Note: If the church has the form with the Executive Director or proxy signature, the church will complete and fax to us. If the state mails the form, do not collect credit card information. We will contact the church for credit card information.
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 to: Bonnie Carter, WMU Executive Director/Consultant, 618 West Logan Street, Moberly, MO 65270, [bcarterprov356@gmail.com](mailto:bcarterprov356@gmail.com), 660-414-6596 and she will send form to National WMU.