

## ARIZONA MISSION CENTER

### POLICY REGARDING USE OF THE SUMMER FAMILY CAMP/REUNION FUND

**Effective Date:** May 1, 2018

**Background:** On December 2, 2017, the Arizona Mission Center Conference adopted certain preambles and resolutions (Attachment I hereto) whereby the Conference created the Summer Family Camp/Reunion Fund (with initial funding coming from the transfer of remaining funds of “summer Reunion” under the Camping Fund) (referred to herein as the “Fund”) to provide financial resources to (1) pay certain costs associated with the attendance by individuals and families at summer family camp/reunion, and (2) spend in preparation of family camp/reunion (e.g., upfront costs) before registration fees or donations are collected.

**Funding:** As stated above, the initial amounts in the Fund were transferred from an existing portion of the Camping Fund. In order for the Fund to continue into the future, summer family camps/reunions shall have any excess funds added to the Fund.

**Purposes:** The purposes of the Fund are to (1) help facilitated participation by individuals and families in meaningful fellowship, worship and spiritual formation activities, specifically those activities that are part of summer family camps/reunions; (2) provide financial assistance to those individuals and families who may not be able to attend Arizona Mission Center summer family camp/reunion without financial assistance, and (3) pay for expenses to be incurred in preparation of the summer family camp/reunion before registration fees or donations are received.

**Authority:** The Financial Ministries Team was authorized by the Mission Center Conference to create and implement guidelines by which the Fund may be utilized and dispersed. The Policy may be amended from time to time, as appropriate and as may be determined by the Mission Center President and Mission Center Financial Officer.

**Applicability:** All Arizona Mission Center summer family camps/reunions.

**Guidelines:** The following guidelines are intended to provide guidance to the directors/managers/leaders (“Directors”) and for individuals/families wishing to attend (“Campers”) of summer family camps/reunions regarding the use of the Fund:

1. The amount available for expenditure from the Fund for a summer family camp/reunion shall be determined by the Mission Center President and Mission Center Financial Officer after consultation with the Directors and considering the estimated number of Campers who may need financial assistance from the Fund;
2. The registration fees for individuals and families may be paid in part or entirely from the Fund for those individuals and families who would not be able to attend summer family camp/reunion without the financial assistance from the Fund; and
3. The Mission Center President and the Mission Center Financial Officer shall review and approve/deny all Director applications and Camper registration forms indicating that

financial assistance is requested, with the review process occurring after the deadlines stated below so all applications/registration forms received by the applicable deadline will be considered at the same time (to the extent possible). The review/approval/declination shall occur within five (5) business days of the deadline and notice shall be sent to the Directors/Campers of such decision within two (2) business days thereafter. The review/approval/declination decision shall be determined and communicated in a confidential, discrete and sensitive manner.

With respect to the Directors:

1. Before any commitment is made to use the Fund, including (without limitation) the establishment of registration fees or spending money in anticipation of summer family camps/reunions, Directors must consult with the Mission Center Financial Officer to verify the total amount of the Fund that would be available for use for the particular summer family camp/reunion:
2. Directors must complete an application to receive amounts from the Fund; a copy of that application is attached as Attachment II hereto, and send that application to the Mission Center Financial Officer no later than forty-five (45) days prior to the beginning of the summer family camp/reunion.
3. Directors must prepare a Camper registration form and submit that form to the Mission Center Financial Officer no later than forty-five (45) days prior to the beginning of summer family camp/reunion, with such Camper registration form indicating that if financial assistance is needed, then the Camper should completed the form attached hereto as Attachment III; and
4. Any excess funds (including donations received) from a summer family camp/reunion shall be added to the Fund. In addition, Directors are encouraged to have at least one special offering; the contributions from which are to be added to the Fund for future use.

With respect to Campers:

1. All Campers (with each family completing just one for the entire family) are expected to complete a registration form (and to pay a nonrefundable application/registration fee of \$25.00) per form when registering to attend a summer family camp/reunion. If financial assistance is being requested to help pay for the cost to attend the summer family camp/reunion, the Campers should first discuss the availability of financial assistance with the financial officer of the congregation where they attend. Then the Campers should send the completed Application to the Mission Center Financial Officer as indicated on Attachment III at least twenty (20) days prior to the beginning of the summer family camp/reunion.
2. The amount of financial assistance available for each Camper for a particular summer family camp/reunion shall be based on the amount of funds available for expenditure for such summer family camp/reunion and the number of Campers registered to attend that need financial assistance: and
3. To be eligible for financial assistance under this Policy, Campers must be (a) Community of Christ members within the Arizona Mission Center, (b) activity participants (if not

members) at a congregation within the Arizona Mission Center, or (c) family members/friends of those identified in (a) and (b).

Notwithstanding the foregoing, unless specifically approved by both the Mission Center President and the Mission Center Financial Officer, the balance of the Fund shall not go below \$2,000.

## ATTACHMENT I

### ARIZONA MISSION CENTER

#### POLICY REGARDING USE OF THE SUMMER FAMILY CAMP/REUNION FUND

Whereas, the Arizona Mission Center of Community of Christ encourages participation of individuals and families in its summer family camp/reunion activities so all can have opportunities for meaningful fellowship, worship and spiritual formation, and

Whereas, the Arizona Mission Center has previously provided financial support for such summer family camp/reunion activities either through its annual operating budget and/or the Camping Fund so (a) all who desire to attend the summer family camp/reunion have an opportunity to attend without having the financial burden to bear all related costs, and (b) funds would be available to spend for family camp/reunion (e.g., upfront costs) before registration and other fees are collected; and

Whereas, the summer family camp/reunion has previously had a line item balance (a surplus from prior summer family camp/reunion activities) within the Camping Fund, and

Whereas, the Arizona Mission Center has determined that it is in the best interest of the Mission Center to create a separate Summer Family Camp/Reunion Fund so (a) so all who desire to attend Mission Center summer family camp/reunion activities may do so even if they do not have all of the financial resources to pay the associated costs, and (b) funds would be available to spend for family camp/reunion (e.g., upfront costs) before registration and other fees are collected.

Now, therefore, be it resolved, that the Arizona Mission Center hereby authorizes the creation of the Summer Family Camp/Reunion Fund for the purposes of (a) providing financial assistance to those individuals and families who may not be able to attend Arizona Mission Center summer family camp/reunion without financial assistance, and (b) having funds available to spend for family camp/reunion (e.g., upfront costs) before registration and other fees are collected.

Resolved that the Mission Center Financial Officer be and hereby is, authorized to move the funds currently allocated to Summer Reunion, contained in the Camping Fund to the new Summer Family Camp/Reunion Fund.

Resolved that the Mission Center Financial Ministries Team be, and it hereby is, authorized to create and implement guidelines by which funds from the Summer Family Camp/Reunion Fund may be utilized and dispersed for the purposes described in these preambles and resolutions.

**ATTACHMENT II**



Community of Christ

Arizona Mission Center

Summer Family Camp/Reunion Director Application to Use Funds from Mission Center  
Summer Family Camp/Reunion Fund

Summer Family Camp/Reunion Directors (the “Directors”) who need to spend funds prior to the receipt of registration fees and/or donations must complete this Application if they want funds to be disbursed from the Arizona Mission Center Summer Family Camp/Reunion Fund (the “Fund”).

By completing and remitting this application, the Directors hereby agree and acknowledge that they will provide a full accounting (including receipts) and repayment of all funds disbursed from the Fund to the Mission Center Financial Officer within fourteen (14) days following the close of the applicable Summer Family Camp/Reunion (the “Reunion). In addition, all amounts received for the Reunion in excess of the expenses to host the Reunion shall be added to the Fund for future use.

Date \_\_\_\_\_

Director Names, Phone Numbers and Email Addresses: \_\_\_\_\_

\_\_\_\_\_

Dates of Reunion (beginning and ending): \_\_\_\_\_

Estimated Reunion Attendance (Adults, Youth, Children): \_\_\_\_\_

Cost for Reunion per camper/family max (if applicable): \_\_\_\_\_

Total amounts to be spent prior to Reunion and requested from the Fund: \$ \_\_\_\_\_

Specify the use of the amounts being request and why they need to be spent prior to the beginning of Reunion: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Remit Completed Application to the Mission Center Financial Officer: Richard Betts:  
[rbetts@cofchrist.org](mailto:rbetts@cofchrist.org)

Amount approved by Mission Center Leadership: \$ \_\_\_\_\_

_____	_____	_____
Signature	Title	Date

**ATTACHMENT III**  
***Personal and Confidential***



Arizona Mission Center

Summer Family Camp/Reunion Campership Financial Aid Application

*To seek financial assistance for your family to attend summer family camp/reunion, begin by sending/taking this form to your congregation financial officer to determine if your congregation has assistance available. Then, if additional assistance is needed, send this completed form to the mission center financial officer at the email address below. Once completed by the congregational financial officer and/or mission center financial officer, send the form to the summer family camp/reunion director/registrar.*

Family Name \_\_\_\_\_ Date \_\_\_\_\_

Adult Names \_\_\_\_\_

Children and Youth Names and Ages \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Congregation \_\_\_\_\_

Total Cost of Reunion \$ \_\_\_\_\_

Amount family can contribute \$ \_\_\_\_\_

Congregation assistance available \$ \_\_\_\_\_ *To be filled in by Congregational  
Financial Officer*

Mission Center assistance available \$ \_\_\_\_\_ *To be filled in by Congregational  
Financial Officer*

Please explain on the back of this form your personal/family circumstances which make it necessary for your family to receive assistance. This information is strictly confidential and is only shared with appropriate individuals. **Please complete this form and turn it in to the Mission Center Financial Officer at least 20 days prior to reunion.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mission Center Financial Officer: Richard Betts: [rbetts@cofchrist.org](mailto:rbetts@cofchrist.org)

Amount approved by the Congregational Financial Officer _____	Signature _____	Date _____
Amount approved by the Mission Center Financial Officer _____	Signature _____	Date _____

Reasons for Financial Assistance Request:

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