



SEVENTH-DAY ADVENTIST CHURCH Community Services Department

Operated by:
SEVENTH-DAY ADVENTIST CORPORATION (MALAYSIA) BHD
(248857-D)

COMMUNITY SERVICES SUBSIDY REQUEST (CSSRF)

COMMUNITY SERVICES SUBSIDY REQUEST FORM

Community Services Subsidy Request CSSRF/001 Ref. No.: _____

Details of Events

Project Title:

Date(s): Time: From

Target Group: Prospective Participants:

Venue:
(Full Address)

PIC Name: No. of Church Members Involved:

Date approve by Church Board: (Attach a copy of minutes)

Project Budget

Items	Amount Estimated (RM)	Amount Approved (RM)	Amount Spent (RM)
Banner			
Pamphlets / Printings			
Rental			
Total Amount Needed			
Amount Requested			

Follow-up plans:

Acknowledgement

Church:

Name:

Date:

Signature:

Community Services Director Approval

Name:

Date:

Signature:

Treasurer Approval:

Name:

Date:

Signature:

For Office Use Only

Date Report Received:

Cheque #:

Date:

Payee:

Notes:

- 1) If any changes of cancellation of date, venue or project, Community Service Director of PEM, **MUST BE INFORMED** immediately. Otherwise, subsidy will be treated as CASH ADVANCE and charge to PERSONAL ACCOUNT until full report has been accepted and approved by the Mission.
- 2) A written proposal of the project must be submitted at least 3 months before the project is carried out.
- 3) The following reports must be submitted 4 weeks after the meetings are held:
 - I) Community Services Subsidy Request Form
 - II) Community Services Report (with pictures)
 - III) Financial Report (with receipts)
- 4) Mission will subsidize 50% of the actual expenses incurred, max of RM 500.00 for each project.
- 5) Each congregation is eligible for claiming 1 community service subsidy up to RM 500.00 per year.