

Church Instructions On Filling Out The **REPORT OF MISSION SUPPORT**

Upon receiving the newly designed form, you will notice several changes:

- The front side has a more open layout, designed to make it easier for you to write in your mission support entries.
- The back side contains a set of definitions that will help you decide under which category you should post your mission support. Each category description begins with a letter and name which correspond to what is on the front side of the form.
- Categories A – E do not require any additional information.
- Categories F – I do require a project or additional information.

Filling out *Report Of Mission Support*

1. Fill in the amounts you have for the categories (A – E) that do not require any additional information.
2. For each category (F – I) that requires a project or additional information, use the definitions from the back of the form to determine what category to use for your mission support entry.
3. Remember the letter/name of your chosen category and locate it on the front side of the form.
4. Write in your information on the lines provided. You should consider including the codes (such as *SPC*, *TG*, *ISP*, etc.) as found on the back of the form to help clarify your mission support entries.
5. Enter the amount of your mission support in the *Amount* column.
6. The *Grand Total* amount should equal the amount of your check.

Please direct your questions about this form to your region staff or to Barbara Jarrett, Mission Fund Manager/MRDS Manager, at 610-768-2145 in the Mission Center at Valley Forge.