Cooperative Baptist Fellowship

Volunteer Travel Fund Request Form

Preamble:

"All the believers were one in heart and mind. No one claimed that any of his or her possessions was his or her own, but they shared everything they had." Acts 4:32

God has provided Cooperative Baptist Fellowship with many gifts and resources so that we might have the joy of ministry in this world together. It is quite a gift for us as individuals, churches, states and regions to be able to bring our various "pieces" to offer to the whole so that kingdom work can be accomplished. The Volunteer Travel Fund provides an opportunity for those with financial resources to come alongside others with resources of time, skills, ideas, wisdom, energy and more to say together, "Here are gifts to be put at God's feet to be distributed to anyone as he or she has need."

When we act in such generosity and cooperation, our Governing Board, Nominating Committee, Missions and Ministries Councils are strengthened by a richness of diversity, talent, and perspective that enables us to become for our world a people who offer our best together for the sake of Christ.

Background:

CBF policy and practice are that anyone serving on the Governing Board, Nominating Committee, Missions Council and Ministries Council ("Members") pay for all travel expenses associated with attending and participating in meetings and events of CBF, or meetings/events where they officially represent CBF ("Meetings").

CBF values participation of all persons among our constituency in our meetings. Therefore it encourages a diverse representation among the Members of gender, age, socio-economic status and race. To further enhance Members' geographical distribution; it is also the policy of CBF to provide limited reimbursement of travel expenses to Members for attending meetings if there are no alternative sources available to the Member.

The Volunteer Travel Fund (VTF) was established as a joint venture between CBF State and Regional Organizations and CBF Global. The purpose of the VTF is to be one vehicle in which limited reimbursement can be accessed by Members.

Process:

Members must self-identify and apply for VTF assistance for each year of service. Applicants should provide estimated costs for the current service year. Requests are reviewed within two weeks of submission. Assistance is subject to available funds; approval and full coverage are not guaranteed.

Once approved, CBF will arrange and pay for airfare and hotel accommodations directly through its designated travel agent. Applicants should not purchase flights or book hotels independently with the expectation of reimbursement.

Members will be notified of approved assistance before travel arrangements are made. Other travel-related expenses remain subject to the existing VTF approval and reimbursement process. Include estimated mileage, car rental, public or local transportation, rideshare and taxi/tip expenses in the meeting sections below, as applicable.

New requests may be considered following a change in circumstances, including health, employment, family changes or natural disaster. Members filling vacated terms may also apply.

Apply through the CBF website or complete this downloadable form and return it to the CBF staff contact handling your request.

Application:

Name: _____ Date:_____

Address: _____

_____

Email: _____

Best phone number to reach you: _____

Church Name: _____

Church Address:_____

_____

Indicate CBF governance structure in which you are a member:

___ Governing Board ___ Nominating Committee

___ Missions Council ___ Ministries Council

What is the term year for this request? (i.e. 2015-2016) _____

How many years do you have left to serve: __ 1 year __ 2 years __ 3 years

Which CBF state or region do you currently live?

If you lived in a different CBF state or region in the past 3 years, please list the name and year of any CBF state or region in which you lived.

_____

_____

_____

Each governing body holds 3 standing meetings a year. Request for the 3 standing meetings will be given priority. Resources for additional meetings will only be considered if resources allow.

FALL MEETING

Location of meeting: _____

Dates of meeting: _____

Estimated Travel Expense:

Mileage: #_____miles @ $0.14 per mile $_____

Airfare (CBF booking): _____

Car Rental: _____ $_____

Public Transport / Rideshare: _____ _____

Estimated Hotel Expense (CBF booking):

Name: _____

Night(s): _____

Rate: _____ $_____

Estimated Fall Meeting Expenses: $_____

How much will your church contribute? $ - _____

How much will you contribute? $ - _____

Fall Meeting VTF request $_____

SPRING MEETING

Location of meeting: _____

Dates of meeting: _____

Estimated Travel Expense:

Mileage: #_____miles @ $0.14 per mile $_____

Airfare (CBF booking): _____

Car Rental: _____ $_____

Local Transport / Rideshare: _____ _____

Taxi/Tips _____ $_____

Estimated Hotel Expense (CBF booking):

Name: _____

Night(s): _____

Rate: _____ $_____

Estimated Spring Meeting Expenses: **$_____**

How much will your church contribute? **$ -** _____

How much will you contribute? **$ -** _____

Spring Meeting VTF request **$**_____

SUMMER MEETING

Location of meeting: _____

Dates of meeting: _____

Estimated Travel Expense:

Mileage: #_____miles @ $0.14 per mile $_____

Airfare (CBF booking): _____

Car Rental: _____ $_____

Local Transport / Rideshare: _____ _____

Taxi/Tips _____ $_____

Estimated Hotel Expense (CBF booking):

Name: _____

Night(s): _____

Rate: _____ $_____

Estimated Summer Meeting Expenses: **$**_____

How much will your church contribute? **$ -** _____

How much will you contribute? **$ -** _____

Summer Meeting VTF request **$**_____

_____ **MEETING**

(Please indicate the name or purpose of additional meeting)

Estimated Travel Expense:

Mileage: #_____miles @ $0.14 per mile $_____

Airfare (CBF booking): _____

Car Rental: _____ $_____

Local Transport / Rideshare: _____ _____

Taxi/Tips _____ $_____

Estimated Hotel Expense (CBF booking):

Name: _____

Night(s): _____

Rate: _____ $_____

Estimated Additional Meeting Expenses: **$**_____

How much will your church contribute? **$ -** _____

How much will you contribute? **$ -** _____

Additional Meeting VTF request **$**_____

Request for _____ **service year:** **$**_____

_____ _____

Submitted by Date

Cooperative Baptist Fellowship