

# TTNF OVERVIEW

## CONTRACTUAL OBLIGATION

Participants taking a trip through To The Nations Fellowship will be primarily and contractually responsible to To The Nations Fellowship for their ministry activities; in essence, they are working to accomplish the charitable activities of To The Nations Fellowship and must work within the parameters of the To The Nations Fellowship mandate.

## ADMINISTRATION DONATION

To the Nations Fellowship will retain 5% of all ministry trip donations to cover administrative expenses.

## COLLECTION OF DONATIONS

Once a contract has been signed by both parties, To The Nations Fellowship can begin to officially receive donations towards the ministry trip. Donations can be received before this, **but if for whatever reason the approval doesn't happen, To The Nations Fellowship cannot return the donations.**

## FUNDING OF TRIP

To The Nations Fellowship reimburses ministry trip expenses incurred **up to the extent that donations are received**. If the person taking the ministry trip is a partial or principal donor, their donation can be handled with an exchange of cheques. For example:

1. You submit an Expense Report to To The Nations Fellowship
2. You make a donation (e.g., cheque) to To The Nations Fellowship so that all donations received for the ministry trip fully cover the Expense Report and Administration Donation amount.
3. TTNF will issue a reimbursement cheque, of the value stated in the Expense Report, to the person submitting the Expense Report

In many cases, for cash flow purposes, we can delay the encashment of the donation cheque until you receive and cash the reimbursement cheque. Please inform us when you submit your Expense Report if you would like us to do this.