

USAME PWS Treasurer's Procedures

All funds for the USAME are to be channeled through the PW synod treasurers.

Please follow this procedure:

1. Create a designated account for USAME funds.
2. Funds will be used
 - a. to pay the expenses associated with the participant's trip
 - b. to extend hospitality to a guest from the visited country and provide opportunities to share information within the synod two weeks prior to the Churchwide Gathering that follows the exchange. This will include the cost of a round trip airline ticket between the Churchwide Gathering location and the synod
 - c. to reimburse the participant's itineration expenses which are not paid by the inviting group within your synod, if needed
3. The PWS treasurer will send payments for the participant's basic trip expenses to Presbyterian Women based on predetermined amounts and schedule. Please use the remittance form in this packet when sending in payments The schedule for payment for the 2010 USAME is:

April 1, 2010	\$500.00
May 15, 2010	\$500.00
June 15, 2010	\$600.00

4. PWP and PWC treasurers, individuals, and participants should send money designated for the USAME to the PWS treasurer. If Presbyterian Women in Louisville receives funds directly from a donor, this amount will be credited to the appropriate participant's account and the PWS treasurer will be notified.
5. To complete the participant's total USAME, it is very important for participants to attend the Churchwide Gathering that follows the trip. The Mission Committee of the Churchwide Coordinating Team will request that a Leadership Development Grant of \$500 be given to each USAME participant to help toward her attendance at the 2012 Gathering. It may be necessary for the synod to help with the participant's expenses over that amount.
6. In addition to fund raising, synods may want to designate an amount in their budget for the USAME.
7. Carry over any unused funds to the next USAME.