

This form must be completed each time a request is made for funds from the benevolence fund at Emmaus Bible Church. This form will be retained for the church's financial records.

Who are funds being requested for? _____ Date / /
MM/DD/YYYY

Street Address _____ City _____
State _____ Zip _____ Phone () _____

Membership Status (check box) ☐ Active Member or Attender ☐ Non-Attender

Is requestor related to elders or deacons? ☐ Yes ☐ No If yes, who: _____

Brief Description of assistance requested _____

Amount Requested: \$ _____

Specific details pertaining to how and why need developed: _____

What other resources are available to this person? _____

Have they been faithfully tithing the past six months? ☐ Yes ☐ No

Do they have a budget they are faithfully using? ☐ Yes ☐ No

Have they received benevolence previously? ☐ Yes ☐ No Amount: \$ _____

of requests: _____

Request Approved: ☐ Yes ☐ No

Make Check Out To: _____ Date Approved: / /
MM/DD/YYYY

Up to \$100 ☐ 1st Request ☐ Additional Request

Approval Signature Deacon 1: _____ Deacon 3: _____
Deacon 2: _____

>\$100 up to \$500 ☐ 1st Request ☐ Additional Request

Approval Signature Deacon 1: _____ Deacon 3: _____
Deacon 2: _____ Deacon 4: _____
Elder: _____

More than \$500

Approval Signature Elder 1: _____ Elder 2: _____

Amount	Request	Approval Required	Follow Up Time
Up to \$100	1st Request	1 deacon	Within 3 Days
Up to \$100	Additional Requests	2 deacons	Within 5 days
>\$100 up to \$500	1st Request	2 deacons	Within 5 days
>\$100 up to \$500	Additional Requests	3 deacons	Within 5 days
>\$500	1st Request	2 Elders	Within 7 days

*Follow up time indicates the time in which the applicant will be contacted following form submission, not necessarily approval or denial of funds.