



WORKERS VISITING OUTSIDE of the CONFERENCE

Last Name	First Name	Date Submitting Application
Position Held		

Information Regarding Your Visit		
Dates of Visit Outside Conference:	From:	To:
Reason for the Visit:	_____	

Contact Information In Case of Emergency		
(____) _____	(____) _____	_____
Contact Telephone Number	Your Mobile Phone Number	Your Email Address

Address Where You Are Staying	City	State	Zip
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During the time of my absence, the following individual(s) will be in charge of the following church(es):		
Church:	Name:	Contact #:
Church:	Name:	Contact #:
Church:	Name:	Contact #:
Church:	Name:	Contact #:

Notes: Any form of a preaching assignment should be submitted in the form of a **Service Request** and handled by the Office of the Secretariat. Please remember that your elders should be aware of all of the information listed above, including where you are staying and how to contact you. Please make sure you have individuals in charge in your absence *before* you leave.

Please make sure this form has been completed, signed, and approved before you make any plans. GREATER NEW YORK CONFERENCE IS NOT RESPONSIBLE FOR ANY ARRANGEMENTS MADE PRIOR TO APPROVAL.	
Applicant's Signature:	Date of Submission:
(Type Full Name if Sent Electronically)	
Ethnic Coordinator's Signature:	Date:
Executive Secretary's Signature:	Date:
President's Signature:	Date:
Submit this <u>completed</u> form to: GNYC Office of the Secretariat, chayman@gnyc.org, or by Fax (516) 210-0574	