



Greater New York Conference
of Seventh-day Adventists®
7 Shelter Rock Road
Manhasset, NY 11030
(516) 627-9350

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

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:

(Type Full Name if Sent Electronically)

Date of Submission:

Ethnic Coordinator's Signature:

Date:

Executive Secretary's Signature:

Date:

President's Signature:

Date:

Submit this completed form to: GNYC Office of the Secretariat, chayman@gnyc.org, or by Fax (347) 527-2326