

# REQUEST FOR OVERSEAS CHILDREN MISSION WORK

OCM FORM REF# (OCMyyyy/mm/dd): \_\_\_\_\_

## 1. Applicant Particulars

Name of Applicant: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Mission Work initiated by any Ministry? ( Yes / No\* )

If Yes, which Ministry? \_\_\_\_\_

Adviser name: \_\_\_\_\_

## 2. Overseas Mission Particulars

Country: \_\_\_\_\_

Name of Church/Mission Station: \_\_\_\_\_

Overseas Liaison Personnel: \_\_\_\_\_

## 3. Details of Mission Work

Purpose: Vacation Bible School / Sunday School\* / Others: \_\_\_\_\_

Duration of Mission: From \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_  
To \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Number of Children involved: \_\_\_\_\_

Number of Classes to be formed: \_\_\_\_\_

Number of teachers allocated per class: \_\_\_\_\_

Brief descriptions of the Overall mission plan during the overseas mission work.  
(For eg. theme of the VBS camp, lesson topics, Games, outing activities. )

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

Other Remarks if any: \_\_\_\_\_

**a. Details of the Mission Team.**

Member of

Name	Calvary Pandan	Male (M) / Female (F)
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )
	( Yes / No* )	( M/ F* )

**b. Key Roles and Responsibility of the Mission Team.**

Name	Key Roles and Responsibility ( in Brief)	Travel Subsidy Required
1.		( Yes / No* )
2.		( Yes / No* )
3.		( Yes / No* )
4.		( Yes / No* )
5.		( Yes / No* )
6.		( Yes / No* )
7.		( Yes / No* )
8.		( Yes / No* )
9.		( Yes / No* )
10.		( Yes / No* )

\* Select accordingly

**c. Budget Proposal for the Mission:**

Item	EXPENSES CATAGORY	Amount (\$ S)
<b>Accomodation expenses</b>		
d.		
e.		
	<b>Subtotal</b>	<b>\$</b>
<b>Travel &amp; Logistic expenses</b>		
1.		
2.		
3.		
	<b>Subtotal</b>	<b>\$</b>
<b>Meal Expenses</b>		
1.		
2.		
3.		
	<b>Subtotal</b>	<b>\$</b>
<b>Gift, Books Or Others</b>		
1.		
2.		
3.		
	<b>Subtotal</b>	<b>\$</b>
<b>Subsidy from Church</b>		
1.		
2.		
3.		
	<b>Subtotal</b>	<b>\$</b>
<b>GRAND TOTAL OF THE PROPOSED BUDGET</b>		<b>\$</b>

I have read and fully agree to the document on **“Guidelines for Overseas Children Mission Work”** and will ensure that the Mission Team compliance to the Guidelines given.

\_\_\_\_\_  
Signature of Applicant / Date of Application

\*\*\*\*\*

**FOR INTERNAL USE ONLY**

The submitted request has been reviewed and approved by:

OCM ministry:

Name & Signature: \_\_\_\_\_ Date of reviewed: \_\_\_\_\_

Budget :

Name & Signature: \_\_\_\_\_ Date of approval: \_\_\_\_\_