

DR. WILLIAM D. WUBBEN OPERATIONAL INITIATIVE AWARD GUIDELINES

**ADVENT LUTHERAN CHURCH
8840 UNIVERSITY CITY BLVD
CHARLOTTE, NC 28213**

Advent Lutheran Church, through the generous endowment from Dr. Bill Wubben, has established the Dr. William D. Wubben Operational Initiative Award for which any Advent Leadership, Ministry Board (ex: associated ministries – campus ministry), and/or church member (confirmed member who has communed and the individual has made a financial contribution within the current or preceding year) is eligible to apply.

Awards may be used to improve the operations of the church and its ministries through the design or implementation of tools, processes and/or services (ex: social media communications, technical upgrades, onetime consultation fees).

The award is intended to be a non-recurring expense to fund a special project to enhance existing or implement a new operational process and is not meant to replace budgeted items from the General Fund.

If the requested award amount is over \$2,500, review and approval by the Advent Church Council will be requested by the Wubben Distribution Board. Awarding of such funds will be contingent upon any requirement or restrictions set by the Church Council.

The application process will require the applicant to provide basic information concerning his or her program and an explanation of how the experience is intended to benefit the individual and the congregation.

This process is likely to take longer than one month under normal circumstances, so please apply well in advance of start of the program or be willing to accept reimbursement after completion of the project. The Wubben Distribution Board reserves the right to give special consideration in individual situations.

The fully completed application should be submitted by email to the Wubben Distribution Board at wubbendistribution@gmail.com.

All applicants will be notified of the results of their request.

DR. WILLIAM D. WUBBEN POST-SECONDARY OPERATIONAL INITIATIVE AWARD APPLICATION

This form must be filled out completely by all applicants for each program for which he or she is seeking

Submit completed form by email to wubbendistribution@gmail.com

(PART A)

Name of Advent Lutheran Church member making request:	
Mailing Address:	
Email Address:	
Home Phone #:	Cell Phone #:
Parents or Guardians (If under 18 years of age):	
Email Address:	
Home Phone #:	Cell Phone #:
Dollar amount requested:	
Beneficiary of Funds/Check Recipient (organization name, individual's name, or ALC ministry/fund who will be receiving funds):	
1) Full name of Beneficiary of Funds/Check Recipient:	
2) Mailing address of Beneficiary of Funds/Check Recipient:	
3) Phone Number of Beneficiary of Funds/Check Recipient:	
4) Contact name of Beneficiary of Funds/Check Recipient:	
If request is being made on behalf of an Advent Board, please provide name of board and board chairperson:	

Applicant Signature: _____ Date: _____

PLEASE ANSWER ALL THE QUESTIONS ON THE FOLLOWING PAGE (PART B). ATTACH ADDITIONAL PAGES AS NEEDED.

**DR. WILLIAM D. WUBBEN POST-SECONDARY OPERATIONAL INITIATIVE AWARD APPLICATION
(PART B)**

1) Describe the operational initiative you plan to implement. Please provide the process, duration, and the expected total cost.

2) Describe the benefits you expect to attain from the initiative and how it will benefit Advent Lutheran Church.

3) On which Advent Lutheran Church ministry's behalf are you applying? Have you obtained approval from stated board?

Applicant Signature: _____ Date: _____