

FORM FOR INTRA-DIVISION AND INTER-DIVISION  
SERVICE REQUESTS AND INVITATIONS

**Service Request Category:** \_\_\_\_\_

Requesting Organisation

Conference/Institution: \_\_\_\_\_

Union/Field: \_\_\_\_\_

Division: \_\_\_\_\_

Person Requested or Invited

Name: \_\_\_\_\_

Status: \_\_\_\_\_

Employing organisation: \_\_\_\_\_

Address (if lay person/retiree): \_\_\_\_\_

Email address/phone number: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

Date of assignment (inc. travel): \_\_\_\_\_

Place of assignment: \_\_\_\_\_

Short Term Insurance Provided (NAD Requests only): \_\_\_\_\_

For NAD Lay Member Service Requests

Church Membership/Address: \_\_\_\_\_

Pastor's Name/Email/Phone No: \_\_\_\_\_

Responsibility for Expenses

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_

Board: \_\_\_\_\_

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Voting Procedure

1.	Requesting Organisation	_____	Date: _____	No. _____
2.	Union (if applicable)	_____	Date: _____	No. _____
3.	Trans-European Division	_____	Date: _____	No. _____
4.	Authorising Organisation	_____	Date: _____	No. _____

Name of person who completed the form: \_\_\_\_\_