**Chinese Campus Cell Groups Dinner Fund Usage Plan (revised 5/9/2012)**

1. **Purpose**

To subsidize campus cell groups’ Friday dinner during their weekly meeting dinner (not for other special meetings or activities). The subsidy is to allow for the purchase of sufficient food without causing too much financial stress on the coworkers of the cell groups as part of our local evangelical efforts to reach out the seekers/new comers.

1. **Procedure & Process**
   1. The campus cell groups include Moriah, Bethel, Antioch, FHL, Joshua, Emmanuel, Tiberian, and HAH. Sweetie is not included because its regular meeting does not include dinner.
   * The distribution policy is as follow: Each cell group can claim up to $4 per seeker or new comer (including Christian) per week that attends their Friday meeting and has dinner with them.
   * Each cell group can only claim for dinners that carry the costs the coworkers directly incur in preparing for dinners (including takeout orders).
     + Exception: Dining out together in a restaurant is not reimbursable.
   * There is no maximum limit as to how many dinners per month a campus cell group can claim for reimbursement.
   * There is no maximum limit as to how many seekers/new comers a campus cell group can claim for reimbursement.
   * Receipts are encouraged (but not required) to be submitted along with the request form and reimbursement form.
   * If the new comer who happens to be a Christian already has had attended a cell group meeting for more than 1 month, he/she should join all the brothers and sisters in sharing the cost of dinners. He/she should not be counted anymore as part of the total reimbursement.
   * If a cell group does not have any seeker or new comer on a particular Friday, then the cell group cannot claim any reimbursement for that evening’s dinner.
   1. Each cell group should assign a coworker who would remain the same person regularly involved in the reimbursement process. The person will need to fill out 2 forms; (1) a request form with approval by Eugene Ooi\*, and (2) the church’s regular reimbursement form to be submitted together to LiYun Zhang\*\*.
   2. The reimbursement request has a 2 months period limit. All reimbursements need to be submitted within 2 months of the purchases.

\* Eugene Ooi, the Greater Impact Vision Team Overseer, will oversee and approve the requests submitted by each cell group.

\*\* The church treasurer will reimburse the person of in charge directly.