



**FIRST NORTHEAST BAPTIST CHURCH**  
311 Sparkleberry Lane  
Columbia, SC 29229  
Dr. Stephen S. Masolwa, Senior Pastor

## Honorarium Request Form

Ministry/Activity Leader Name \_\_\_\_\_ Date \_\_\_\_\_

Purpose \_\_\_\_\_

### Speaker Information:

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

Address: \_\_\_\_\_

Telephone Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Honorarium Amount Request: \$ \_\_\_\_\_

Explanation for Amount Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Speaker: \_\_\_\_\_ W9 on File: \_\_\_\_ Yes \_\_\_\_ No (Confirm with Treasurer)

Note: Requests should be submitted 14 days prior to event.

### Office Use Only

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_