

2007-2008 STATE INCENTIVE PLAN

Instructions for Use of Order Forms by WMU Representative

Attached are the order forms to be used with churches ordering WMU curriculum resources for new organization starts. Please follow these instructions to insure that accurate information is gathered and so orders may be handled quickly and efficiently.

NOTE: Each subscription provides one magazine or curriculum resource on a monthly, bi-monthly, quarterly, or annual basis to the eligible organization for the term of one year. Additional subscriptions and other useful materials can be ordered at a 20% discount by using the “Supplemental Resources” order form.

“NEW START ORDER FORM”

“New Starts” are WMU organizations that are beginning for the **first time** in a church that either has never had the age-level organization/WMU leadership or has not had the organization/WMU leadership for **at least two years**.

1. Enter today’s date the on the form in the upper right corner.
2. Indicate the number of subscriptions that are being requested. You may use the same order form for multiple organizations. The basic formula for ordering is:
 - **Mission Friends** – One subscription to *Start* (Quarterly) and one subscription to *Share* (Quarterly) (enough for ten preschoolers)
 - **Girls in Action** – One subscription to *GA Leader* (Bi-Monthly) and five subscriptions to *GA World* (Bi-Monthly)
 - **Children in Action** – One subscription to *Children in Action Leader* (Bi-Monthly)
 - **Acteens** – One subscription to *Acteens Leader* (Quarterly) and up to five subscriptions to *The Mag* (Monthly)
 - **Youth on Mission** – One *Youth on Mission Plan Book* (Annual)
 - **Women on Mission** – One *Women on Mission Leader Helps and Handouts* (Quarterly) and up to five subscriptions to *Missions Mosaic* (Monthly)
 - **Adults on Mission** – One *Missions Plan Book* (Annual)
 - **General WMU Leadership** – Two subscriptions to *Missions Leader* (Quarterly) (one for WMU Director OR Churchwide Missions Coordinator and one for the pastor)
 - **Multicultural** – Two subscriptions to *Nuestra Tarea* (Bi-M) (one for Spanish-speaking WMU leader; one for Spanish-speaking pastor) OR *Missions Plan Book* (A) (one per other language congregation)
3. Enter church name.
4. Fill in the mailing address, and shipping address if different. Usually, magazines must be delivered to a street address and not a post office box. The mailing address is needed for renewal notices and other correspondence.
5. Print name of the Church Representative. This may be the pastor, WMU director, or other individual with whom you prepare the order form.
6. List the daytime phone number for the individual named above.
7. Print name and phone number of WMU Representative who is completing the form. This step insures your state office is aware of the new start and can follow-up with the church as appropriate.
8. List your state’s WMU office.
9. Leave a copy of the form with the church for their records.

10. Return completed form to state WMU office for signature of WMU Executive Director or her proxy. The state WMU Executive Director will then mail the form to WMU, SBC.

“20% DISCOUNT ON SUPPLEMENTAL RESOURCES” ORDER FORM

Churches that qualify for free subscriptions may also order supplemental resources such as resource kits, picture sets, or other WMU products at a 20% discount on orders placed within 90 days of date on the top right corner of the order form (**does not apply to currently existing subscriptions**). The WMU Representative should leave a copy of the WMU Catalog with the Church Representative that he/she may use in ordering other items. Additional copies of the WMU Catalog may be ordered from the state WMU office. We also suggest that the WMU Representative leave her name and phone number with the Church Representative for future reference. It is okay to leave multiple copies of this form with the Church Representative. **Please include the date on the form that is given to the church (use the same date as on the “New Start” order form)**. This will indicate to WMU Customer Service the dates the offer is valid.

If mailing or faxing order form to WMU, please complete these steps:

1. Enter number of items to be ordered. You may use one form for multiple items.
2. Enter total cost for each line item.
3. Enter additional subscription items and price.
4. Calculate charges.
5. List church name.
6. Fill in the mailing address, and shipping address if different.
7. List the name of the Church Representative placing the order. This may be the pastor, WMU director, or other individual who prepares the form.
8. List the daytime phone number for the individual named above.
9. List the state WMU office (for example, Alabama, Texas, etc.).
10. Print name and phone number of WMU Representative. (This information may be completed before distributing the form.)

If the Church Representative is ready to place an order immediately, please follow these steps:

11. Ask the Church Representative placing the order to complete **“Method of Payment” section, including signature**.
12. Make a copy of the completed order form for the Church Representative.
13. Send form to:
Susan Floyd
Woman’s Missionary Union
P O Box 830711
Birmingham, AL 35283-0711
FAX: 1-205-995-4840

If placing an order by phone, please follow these steps:

1. Call WMU Customer Service at 1-800-968-7301.
2. Tell the Customer Service Representative you are placing an order for magazines or products through the State Incentive Plan and give him/her the promo code number that appears in the bottom right corner of the form. Give the Customer Service Representative the date entered on the top right corner.
3. The Customer Service Representative will lead you through your order. Please have product numbers ready for any products you are ordering.

The numbers are listed in the WMU Catalog and begin with the following letters:

| | | |
|-----------------|----------------|-------------------------|
| W – WMU | E – Downloads | X – Products from other |
| L – Language | B – Blume | vendors |
| N – New Hope | D – Duplicated | |
| H – WorldCrafts | | |

Updated 11/06