

SUBJECT

SUPPLIES--SPOKESMAN CLUB

DATE ISSUED

April 13, 1973

NO. 211

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

I. PURPOSE OF SPOKESMAN CLUB SUPPLY SYSTEM

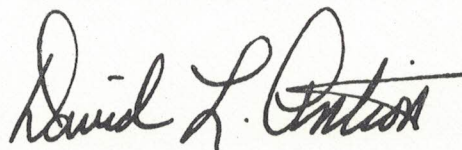
In order to standardize the Spokesman Clubs in the United States, supply items are provided by the Spokesman Club Supply System.

These supplies include all the special forms and trophies needed.

II. GENERAL GUIDELINES

All the supply items that are presently available are on the Supply Request Form. Should any additional items be offered as standard items in the future, they will then be included on the form when it is reprinted.

Any other supply items, such as plain envelopes and stationery, pens, pencils and staplers, should be purchased locally out of the club treasury.



Vice-President--Church Administration

PROCEDURE

AC 644

WORLDWIDE
CHURCH OF GOD

SUBJECT

SUPPLIES--SPOKESMAN CLUB

DATE ISSUED

April 13, 1973

NO. 211

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

CONTENTS

	page
I. Filling Out Spokesman Club Supply Request Forms	1
II. Mailing In Spokesman Club Supply Requests	2
III. Spokesman Club Supply Request Form Copies	2
IV. Orders or Items Not Received	3

SUBJECT SUPPLIES--SPOKESMAN CLUB

DATE ISSUED
April 13, 1973

NO. 211

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 1

I. FILLING OUT SPOKESMAN CLUB SUPPLY REQUEST FORMS

(Each of the following numbers in parentheses refers to the numbers in circles on the Supply Request Form on page 5.)

(1) Shipping Label

Please type or print your full name and address on the label and leave it attached to the top copy of the Supply Request Form.

(2) Name and Section of Spokesman Club

Please include the name and section of the Spokesman Club. This will help avoid confusion among orders.

(3) Date

Please enter the date on which the supplies are being ordered.

(4) Date Needed

Please enter the date the supply order will be needed, allowing at least two weeks for processing of the supply order.

(5) Requested by

Please enter the name of the Sergeant-at-Arms who needs the supplies. This will help in any future correspondence regarding the supply order.

(6) Order

This is the amount of each item that is sent as a standard order. For the sake of simplicity in filling orders, standard amounts have been set.

SUBJECT

SUPPLIES--SPOKESMAN CLUB

DATE ISSUED

April 13, 1973

NO.

211

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 2

(7) Check Items Needed

Please put a check (✓) to the right of each item needed in the box provided. If you need more than a standard order, please put the number of orders you need. For example, if you want 150 Assignment Sheets, put a 3 in the box instead of a check.

(8) Equipment

When ordering any equipment, please enter the exact number of each item you need for your club(s) in your area in the boxes provided.

Also included on the Supply Request Form is the cost to Headquarters of the items listed. This gives you an idea how much the club may wish to send in as a donation to cover the expense of obtaining new equipment.

II. MAILING IN SPOKESMAN CLUB SUPPLY REQUESTS

The Sergeant-at-Arms should forward the Supply Request Form to his Director for his approval. The Director can then return the pink copy of the Supply Request Form to the Sergeant-at-Arms and then forward the top two copies of the Supply Request to Headquarters via his weekly report envelope.

III. SPOKESMAN CLUB SUPPLY REQUEST FORM COPIES

First and Second Copies

These two copies (white and yellow) are needed for processing the request. Please send in both copies together in your weekly ministerial report envelope.

SUBJECT

SUPPLIES--SPOKESMAN CLUB

DATE ISSUED

April 13, 1978

NO.

211

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 3

The yellow copy will be included in the supply order when it is sent and the white copy will be kept on file at Shipping and Receiving.

Third Copy

The pink third copy may be kept in the Sergeant-at-Arm's files for reference.

IV. ORDERS OR ITEMS NOT RECEIVED

In the event an order is delayed, lost or an error is made, all inquiries should be sent to C. A. D. Staff Services in the regular ministerial report envelope.

Unfilled

If for some reason an item ordered is unavailable or no longer used, a notation will be made on the yellow copy sent with the rest of the order.

Back-ordered Requests

In the event an item is out of stock or not immediately available, a notation will be made on the yellow copy sent with the rest of the order. When the item becomes available it will be sent.

Lost Orders

If for some reason your order does not arrive within a reasonable time, the Sergeant-at-Arms should fill out another Supply Request Form, making a notation of the number of the lost order on the new Request Form, and forward it to his Director as usual. The file can then be checked to see if the order was sent.

PROCEDURE

AC 644

WORLDWIDE
CHURCH OF GOD

SUBJECT

SUPPLIES--SPOKESMAN CLUB

DATE ISSUED

April 13, 1973

NO.

211

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 4

If the original order has been sent, you will be sent notification as to the date the order was shipped. If the original Request Form was lost, the second Request Form will then be filled as usual.

Orders With Errors

If an error is made on an order, the Sergeant-at-Arms should make a notation on the yellow copy of the error made and the item(s) still needed and forward it to his Director. The Director will then forward the yellow copy to Headquarters as usual and the yellow copy will be returned with the correct supply items.

SUBJECT

SUPPLIES--SPOKESMAN CLUB

DATE ISSUED

April 13, 1973

NO.

211

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

SPOKESMAN CLUB SUPPLY REQUEST FORM

(Please Keep Pink Copy)

Type or print your full name and address on the label, and leave it attached to the form. Give this form to the Director so that he can send it to Headquarters.

Nº 001

NAME & SECTION OF SPOKESMAN CLUB _____ (2)
 DATE _____ (3)
 DATE NEEDED _____ (4)
 REQUESTED BY _____ (5)

HERBERT W. ARMSTRONG
 THE WORLD TOMORROW
A World-Wide Broadcast
 P.O. Box 111
 Pasadena, California 91109

(1)

Postmaster: This parcel may be opened for postal inspection if necessary.
 RETURN POSTAGE GUARANTEED

H.Q. USE ONLY

Filled By _____

Date _____

Packaged By _____

Date _____

CHECK ITEMS NEEDED

FORMS:	(7)	✓	ORDER	(6)
Assignment Sheets (For Bulletin Board)			50	
Assignment Work Sheets			3	
Assignment Work Sheet Instructions & Sample			1	
Impression Slips			1000	
Minute Report Forms			100	
Personal Evaluation Sheets			50	
Timer's Tally Sheets			50	
Lesson Completion Record			5	
Supply Request Forms			2	
EQUIPMENT: (8)				
Gavel and Block (\$6)*				
Manual (\$1 ea)* (As Requested)				
Timer Light (\$30)*				
Trophies (\$7 ea)*				
Most Effective Speaker				
Most Improved Speaker				
Most Helpful Evaluation				

*These figures represent the cost to Headquarters of the items listed.