

United Methodist Seminars on National and International Affairs

General Board of Church and Society

Form I – Date Confirmation and Seminar Contract

To confirm your seminar dates and begin the planning process, this form and a \$100 deposit is required. The deposit is deducted from the cost of the seminar.

We are unable to offer seminars on weekends and holidays because most resource people and organizations are unavailable.

PLEASE WRITE CLEARLY AND FILL OUT BOTH SIDES

DATE REQUESTED	<input type="text"/>	ALTERNATE DATES	<input type="text"/>
NAME OF GROUP	<input type="text"/>		
CONTACT PERSON	<input type="text"/>		
ADDRESS	<input type="text"/>		
CITY	<input type="text"/>	STATE	<input type="text"/>
		ZIP	<input type="text"/>
PHONE (O)	<input type="text"/>	(CELL)	<input type="text"/>
E-MAIL	<input type="text"/>	TWITTER HANDLE FOR GROUP	<input type="text"/>
SPONSORING BODY	<input type="text"/>	TOPIC	<input type="text"/>

HOW IS YOUR GROUP CONNECTED TO CHURCH INITIATIVES IN YOUR AREA?

UNITED METHODIST: LOCAL CHURCH DISTRICT CONFERENCE JURISDICTION
 NATIONAL AGENCY COLLEGE OR UNIVERSITY ECUMENICAL
 OTHER (PLEASE SPECIFY)

EXPECTED NUMBER OF PARTICIPANTS:

PARTICIPANT AGE GROUP: ADULT COLLEGE OR UNIVERSITY YOUTH (9TH-12TH GRADE)
 OTHER

LODGING/HOTEL

PHONE

TIME OF ARRIVAL/DEPARTURE TO CITY (DATE AND HOUR) AND MODE OF TRANSPORTATION:

ARRIVAL

DEPARTURE

ARE YOU PLANNING:

TO USE THE SIMPSON MEMORIAL CHAPEL AT THE UNITED METHODIST BUILDING

A HOUSE/SENATE GALLERY OR CONGRESSIONAL VISIT

NOTE: GROUP LEADERS ARE RESPONSIBLE FOR MAKING INITIAL REQUESTS FOR CONGRESSIONAL PASSES AND VISITS DIRECTLY WITH THEIR REPRESENTATIVES OR SENATORS. PLEASE CONSULT SEMINAR STAFF FOR DATE/TIME THAT BEST FITS YOUR PROGRAM. GROUP LEADERS ARE ALSO RESPONSIBLE FOR INITIAL CONTACT WITH ALL MUSEUM AND OTHER NON-PROGRAM RELATED VISITS.

FEES AND DEPOSITS

The cost of the seminar is \$12.00 per person per day for UM Groups, \$15.00 per person per day for small non-profits and institutions, and \$20.00 per person per day for large non-profits/institutions. The \$100.00 deposit is forfeited if the seminar group cancels.

Please make checks payable to **United Methodist Seminar Program**.

Attn: UM Seminar Program
General Board of Church and Society, UMC
100 Maryland Ave., NE Suite 310
Washington, D.C. 20002
Tel. (202) 488-5649 or Fax (202) 488-5607



CHURCH & SOCIETY

The United Methodist Church

Living FAITH Seeking JUSTICE Pursuing PEACE