



## Office of Education & Endorsement

UNITED PENTECOSTAL CHURCH INTERNATIONAL

# APPLICATION FOR ENDORSEMENT

Thank you for your interest in becoming an endorsed project of the UPCI.

UPCI endorsed projects receive as benefits:

- Listing on UPCI websites and social media pages
- Permission to use the UPCI logo, in accordance with established logo guidelines, on UPCI related promotional materials
- Letter of endorsement from the UPCI
- Exhibit space at the annual General Conferences
- Deep discounts on the production and presentation of video advertising at General Conference
- Free UPCI mailing lists
- Listing in the manual and directory of the UPCI
- Permission to solicit and receive funds and students by any promotional method from any church or district of the UPCI.

Endorsement Criteria: To be considered for UPCI endorsement, the applicant must demonstrate that the proposed ministry:

- Has adopted Bylaws and Constitution
- Has secured Articles of Incorporation
- Is a 501(c) 3 organization
- Conforms to the Articles of Faith of the UPCI
- Has been in existence and fully operational for at least one year (existence involves securing 501(c)3 status and providing services)
- Benefits the UPCI fellowship at large beyond the local church ministry context

### Financial Requirements of Applicant:

- Application Fee: a \$500 non-refundable deposit must accompany this application
- Annual Fee: the \$500 annual fee is due upon approval
- Application Site Visit: cover the expenses for an OEE board member's site visit which is required for approval (waiver requests will be considered for ministries without a physical location).
- Future Site Visits: endorsed projects are required to cover the expenses for an OEE board member's mandated quadrennial site visit (waiver requests will be considered for ministries without a physical location or other special circumstances).

Please e-mail or mail your completed application and the requested information to [OEE@upci.org](mailto:OEE@upci.org), Office of Education & Endorsement, 36 Research Park Court, Weldon Spring, MO, 63304.

1. Project/Ministry Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Website \_\_\_\_\_
2. Contact Name/Title \_\_\_\_\_  
Cell \_\_\_\_\_ Personal Email \_\_\_\_\_
3. Type of Organization: Higher Education \_\_\_\_\_ Elementary/Secondary Education \_\_\_\_\_  
Ministry Training \_\_\_\_\_ General Ministry \_\_\_\_\_
4. In accordance with the criteria, please provide the following:
  - a. Date the organization was established: \_\_\_\_\_
  - b. A copy of your Bylaws and Constitution
  - c. A copy of your Articles of Incorporation
  - d. A copy of your 501(c)3 certificate
  - e. Mission statement, core values, and any other formal presentation material that establishes the need for the existence of this ministry.
  - f. A copy of the Policy and Procedures Manual
  - g. Current detailed organizational chart and a future organizational chart if any significant changes are expected in the next four years.
  - h. Most recent annual financial report. Also, a projected budget forecast showing expected sources of financial support for the ministry.
  - i. A detailed growth plan for the ministry that demonstrates future viability.
  - j. A specific plan for the dissolution of the ministry (if not already included the specific provision for all financial assets in the event of any dissolution of the ministry).

5. Explain how UPCI endorsement will benefit your project/ministry.
6. Names, titles, and addresses of your three-chief corporate/executive officers

1. Name \_\_\_\_\_  
Title \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_
2. Name \_\_\_\_\_  
Title \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_
3. Name \_\_\_\_\_  
Title \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

I represent that the above information is true, and this proposal is submitted to the United Pentecostal Church International to obtain endorsement. I understand this information will first be reviewed by the Office of Education and Endorsement, then reviewed by the Executive Board and, if approved by the Executive Board, would then be submitted to the General Board for approval. If the application is approved by the General Board, it would then be submitted to the General Conference for ratification and endorsement.

I understand that an annual progress report and an annual financial report shall be submitted to the General Board at General Conference. I understand that the financial report must be prepared and signed by a professional accountant.

I have read the attached portion of the manual and agree to abide by these terms and conditions.

Authorized signature \_\_\_\_\_

Printed name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Checklist for Documents that Need to be Included with Application**

- ☐ Copy of your Bylaws and Constitution.
- ☐ Copy of your Articles of Incorporation.
- ☐ Copy of your 501(c)3 certificate.
- ☐ Mission statement, core values, and any other formal presentation material that establishes the need for the existence of this ministry.
- ☐ Copy of the Policy and Procedures Manual.
- ☐ Most recent annual financial report.
- ☐ Proof of Liability Insurance
- ☐ A projected budget forecast showing expected sources of financial support for the ministry.
- ☐ A detailed growth plan for the ministry that demonstrates future viability.
- ☐ A specific plan for the dissolution of the ministry.

Received by the Office of UPCI General Secretary (Date) \_\_\_\_\_

Reviewed by the Board of Education and Endorsement (Date) \_\_\_\_\_

Executive Board approval given (Date) \_\_\_\_\_

General Board approval given (Date) \_\_\_\_\_

General Conference ratification (Date) \_\_\_\_\_