



Kudvumisa Foundation USA

Missionary Agreement

This Agreement must be submitted by the prospective Missionary along with the application provided in Attachment A.

An Agreement between Kudvumisa Foundation USA (Kudvumisa) and, _____
(the Missionary).

Kudvumisa Foundation USA agrees to:

1. Serve as the mission agency representing the Missionary for the purposes of receiving, processing, and dispersing funds designated to the Missionary on a monthly basis.
2. Maintain the Missionary accounts with integrity by providing separate accounting ledgers for their funds and the operating funds of Kudvumisa.
3. Send IRS compliant letters to donors once a year acknowledging donations to the Missionary.
4. Issue IRS Form 1099-NEC for funds dispersed to the Missionary.
5. Recognize and respect the authority and responsibility of the Missionary's commissioning church.
6. Support the ministry of the Missionary in its general promotion; however, Kudvumisa assumes no obligation to solicit funds for the Missionary or to contribute its undesignated funds to the Missionary.
7. Keep confidential the financial records of the Missionary.
8. Solve problems related to the collection and disbursement of funds biblically and in a timely fashion.

The Missionary agrees to:

1. Uphold biblical standards of Christian ethics and morality; and to be supportive of other missionaries sponsored by Kudvumisa.
2. The Missionary is an independent contractor and NOT an employee of Kudvumisa.
3. Conduct the missionary activities identified in the Missionary Application, Attachment A.
4. Use the funds provided for missionary activities identified above and NOT for political campaign activity or lobbying.
5. Provide reports to Kudvumisa, no later than thirty (30) days after the end of each quarter as outlined in Attachment B.
6. Not incur debt in the name of Kudvumisa. Missionaries are encouraged to avoid all debt, following the scriptural admonition "Owe no man anything" Romans

13:8. However, as a matter of policy, Kudvumisa only requires the missionary to agree: (a) not to incur any indebtedness in the name of or on behalf of Kudvumisa, either express or implied; and (b) not to acquire credit cards or credit accounts in the name of Kudvumisa.

7. Uphold the laws of the country to which they go as a missionary as well as the laws of their homeland.
8. Accept the policy of Kudvumisa deducting a service charge from contributions and other fees as established in Attachment B, which also establishes the process for modification of such charges and fees.
9. Provide Kudvumisa with a letter from the church where the missionary is a member that indicates the following: (a) the missionary is a member in good standing, (b) the church has commissioned the missionary for ministry and the date of such commission, and (c) the church's approval for the missionary to serve with Kudvumisa.
10. Solve problems biblically and in a timely fashion.
11. Communicate at least quarterly with all churches and individuals who contribute to the Missionary's ministry.

The relationship between Kudvumisa and the Missionary is clearly identified and limited by this agreement, no other agreements are binding unless put into writing and signed by authorized representatives of both parties.

This agreement may be terminated by either party at any time for any reason, doing so will also terminate the relationship between the parties unless another agreement replaces this one.

Kudvumisa Foundation USA

	_____		_____
		(The Missionary)	
By: _____		By: _____	
Title: _____		Title: _____	
_____		_____	
Printed Name		Printed Name	
Date: _____		Date: _____	

Attachment A: Application Form

Survey

How did you hear about Kudvumisa Foundation? (Check all that apply)

- Website
- Kudvumisa Foundation Missionary – Name(s) _____
- Kudvumisa Literature
- Church – Name _____
- School – Name _____
- Other _____

How did you receive this application?

- Website
- Kudvumisa Missionary – Name(s) _____
- Church - Name _____
- Other _____

PERSONAL PROFILE

1. Name _____
first middle last

2. Social Security Number _____

3. Permanent Address

Present Address: (If different from your Permanent Address)

HEALTH

Have you ever applied for life insurance? If so, when? _____

Were you refused? If so, why? _____

What is your general state of health? _____

Do you (or any members of your family) have any pre-existing health issues or allergies?

Do you (or any members of you family) take any medications regularly? _____

Have you (or any members of your family) had problems with addictions (alcohol, tobacco, drugs, etc.)? _____

FINANCES & INSURANCE

What is your expected monthly personal budget? _____ How much has been raised to meet that goal? _____

- Kudvumisa Foundation expects partnered missionaries to keep in reserve funds necessary to repatriate, if necessary, on short notice.
- Kudvumisa Foundation requires missionaries on the field to maintain appropriate medical insurance coverage.

LOCAL CHURCH

Church in which you are actively involved: _____ How long? _____

Are you a member of this church? Yes No

If you have been involved in this church for less than two years, please give the name of the previous church in which you were actively involved. _____
How long? _____

EDUCATION

School	Dates Attended	Major	Graduation Date	Degree/Certificate
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Foreign Languages

_____ Understand Read Write Speak

_____ Understand Read Write Speak

_____ Understand Read Write Speak

CRIMINAL RECORD

- 1. Have you ever been convicted of child abuse? Yes No
- 2. Have you ever been convicted of a felony? Yes No

GENERAL REFERENCES

Please give names of three (3) persons who know you well enough to be good references (but not relatives). (Ex: Teachers, roommate, co-worker, friend, etc.)

A. Name _____
Address _____
Street City State Zip/Code
Phone (____) _____ Email _____
Specify his/her relationship to you: _____

B. Name _____
Address _____
Street City State Zip/Code
Phone (____) _____ Email _____
Specify his/her relationship to you: _____

C. Name _____
Address _____
Street City State Zip/Code
Phone (____) _____ Email _____
Specify his/her relationship to you: _____

WORK HISTORY PRESENT OR MOST RECENT

May we contact this person now? Yes No

Company _____

Complete Address of Company

Street City State Zip/Code

Immediate Supervisor _____

Complete Address of Immediate Supervisor

Street City State Zip/Code

Approximate Dates Employed (Month and Year): From _____ To _____

Job Title _____

Give a summary of your job description

Reason for leaving

PRIOR EMPLOYER TO PRESENT OR MOST RECENT

May we contact this person now? Yes No

Company _____

Complete Address of Company

Street City State Zip/Code

Immediate Supervisor _____

Complete Address of Immediate Supervisor

Street City State Zip/Code

Approximate Dates Employed (Month and Year): From _____ To _____

Job Title _____

Give a summary of your job description

Reason for leaving

CONSENT FORM

I have read and fully understand all questions requested in this application. I certify that all answers given by me are true, accurate, and complete. I understand that the completion and/or execution of this application does not assure me a position, nor does it obligate KUDVUMISA in any way. I fully understand that the omission and/or misrepresentation of facts requested may be cause for immediate dismissal without prior notice.

I authorize Kudvumisa Foundation to request and obtain information concerning my previous employment and to contact the references listed herein. I also authorize Kudvumisa Foundation to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in my conviction.

I understand that information concerning my references and background check will be treated in a confidential manner and only those individuals with a legitimate need to know will have access to this information. If accepted for service, I agree to abide by all rules and regulations of Kudvumisa Foundation.

I confirm that I have read, understood, and agree to the above.

Applicant's signature

Date

All applicants must have a criminal background check, a credit check and a child abuse registry check.

Attachment B: Reporting Requirements

B.1. **Reporting Frequency:** The following reports are to be submitted 30 days after the end of each quarter ending in March, June, September, and December.

B.1.1. **Financial Reporting:** Missionaries are required to make quarterly reports to the Kudvumisa finance committee chairperson. This report shall contain an accounting of all project monies received and the expenditure of such processed by Kudvumisa. The expenditure of these funds shall be in accordance with Internal Revenue Service Codes. Any surplus funds will be reported by the Missionary and accounted for in the subsequent reporting period.

B.1.2. **Work reports:** Provide a brief summary of the activities completed by the Missionary during the previous quarter. Work reports are to be sent to the Kudvumisa finance committee chairperson. If work reports have not been submitted for two (2) consecutive reporting periods, the monies collected for the Missionary may be withheld until the reports are received.
