

Event Fee Payments Made by Reliant Employee

Reliant Employee Event Payment Procedures

These instructions are for event payments for events with fees payments (paid on events.reliant.org)

- i** Reliant fellows, interns, and missionaries do not register for a special event that has a separate application (such as a mission trip or leadership training). Instead, Reliant will receive the name either through the Mission Trip Participation Form or for LT the event directors supply Reliant with a list of Reliant fellows, interns, and missionaries. Reliant will then manually add their event fees and name to the event. See payment details for interns below. After you have made the payment, Reliant missionaries can reimburse the event fee payment. See [Conferences, Retreats, and Events](#). (Interns are not able to reimburse their summer program fees- see below).

Directions for LT staff

The program director should add to the Event Setup Form a list of program missionary and interns and their program fees before the summer program begins. Please include any missionary or interns that are not being charged a fee as well (they will be added into the system with a \$0 fee). The director should also choose and send a date to which final missionary and intern program payments are due (generally the date is the last day of the summer program.) Reliant will then add each missionary and intern to the program participation in the event system (missionary and interns should not go register on their own as they do not need to fill out the application or pay an application fee) and Reliant will assign those missionary and interns their program fees. Their acceptance into the program and program fees will then be listed on [events.reliant.org](#) under their account. (This list will also ensure that Reliant has adequate knowledge and insurance coverage for Reliant missionary.)

Please inform a Reliant events representative if your missionary member is receiving financial assistance from their church or ministry to help offset their missionary program fee so that Reliant is aware. See payments by the church below for more info.

Event Fee Payments Made by the Employee

These payment instructions are NOT for those with a fixed term goal. If you have a fixed term goal, please go to the bottom of the page and follow instructions for fixed term goal event payments.

For Reliant missionary event fees payments go to events.reliant.org and log into Reliant missionary account and either....

1. Internal Transfer

- Make an internal transfer from missionary account to the specific summer program account. This will only be available if funding is available in the account they are responsible for. The website will tell the missionary if they have sufficient funds or not including taking into account upcoming payroll, benefits, and reimbursements being processed, etc.

2. Online Payment

- Missionary can make a payment on events.reliant.org by credit card and reimburse it later (FYI-the event is charged the credit card fees for that payment versus there is no charge for an internal transfer)

3. Paper Check

- The check must include the words *event payment* in the memo line. This is very important!

The envelope needs to also include a note that lists the event name, the fund name (contact the Event Director if you're unsure) and the name of the participant.

Please address the envelope being mailed to Reliant: Event Payments. This will help our gift services team know it is not a donation.

Reliant: Event Payment

11002 Lake Hart Dr. Ste 100

Orlando, FL 32832

4. Bill Pay

- a. If you are mailing the check via online banking, please send events@reliant.org an email with the event name, the fund name (contact the Event Director if you're unsure), and the name of the participant so that they can inform gift services that the check is coming.

Payee: Reliant - Events

Account Number: Event Fund Number and Participant Name

Example: "Event Fund 1763 Joe Staffer"

Address:

Reliant Events

Attn: Events

11002 Lake Hart Dr

Suite100

Orlando, FL 32832

Memo: Event Fund Number and Participant Name

The line should clearly identify the check is intended for a participant attending an event.

Reliant event payments can be made in either one lump sum or in smaller multiple amounts depending on how the specific event is set up.

Event Fee Payments Made by Church

Payments made by the church event fee payments.

First, the event participant must be registered for the event as an event registrant with fees. Typically this means that the participant is registering on events.reliant.org and then simply hitting save for later when they get to the payment page. This way there is an event registration with fees attached to their name. (Another way is for the event director to have asked Reliant to manually add their name and fees to the event.) Either way, the participant's name and fees must be added to the event registration in order for Reliant to accept a payment from the church. Please stop and make sure this step has been completed before trying to make payment.

If the event participant's church is paying for the participant's event fees, that church can make payment in three ways.

1. Internal Transfer

The signer authority for the Reliant department fund for which the church is responsible for can request an event payment internal transfer to the specific event fund to pay an event payment for a specific missionary fee. Once you have approval, you will complete the request following these steps. Another method is for the signer for the Reliant department fund for which the church is responsible for can fill out an event payment department transfer request to make a transfer to the specific event fund to pay an event payment for a specific missionary fee. This transfer will go straight to the event fund (not to the fund for which an employed participant is responsible). It will be considered an event fee payment (not a donation from the church). There will be no fees associated with this type of payment.

Event Payment Department Transfer Request

(See [Event Fund Transfer Requests](#) for more details.)

2. Payment by credit card.

Our event registration online website only allows the individual event participant to make credit card payments online for their own event fees. Therefore, if the church wants to make a payment for an event fee for an event participant, they will need to call gift services directly 877-614-4600 to make the payment over the phone. (This type of payment would have the Reliant event admin fee and a 3% credit card fee associated with it.)

3. Mail a check



Event payments are different from donations, so if you are mailing a check we need to make sure that gift services can see this is an event payment and not a donation by following the instructions below.

Your church can mail Reliant a check (made out to Reliant) or send a check using Bill Pay for the total amount they are sending for all the event participants for which they are paying event fees. This type of payment would have the Reliant event admin fee associated with it.

Option 1: Paper Check

- *The check must include the words event payment in the memo line. This is very important!*
- The envelope needs to also include a note that lists the event name, the fund name (contact the Event Director if you're unsure), the names of the participants, and how much the church is paying for each participant in the envelope with the check.
- Please address the envelope being mailed to Reliant: Event Payments. This will help our gift services team know it is not a donation.

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Option 2: Bill Pay

- If you are mailing the check via online banking, please send events@reliant.org an email with the name of the church, the event name, the fund name (contact the Event Director if you're unsure), and the names and amounts being given for each participant so that they can inform gift services that the check is coming.

Payee: Reliant - Events

Account Number: Event Fund Number and Participant Name

Address:

Reliant Events

Attn: Events

11002 Lake Hart Dr

Suite100

Orlando, FL 32832

Memo: Event Fund Number and Participant Name

The line should clearly identify the check is intended for a participant attending an event.

Reliant Fixed Term Goal Employees Payments

Reliant missionaries with a fixed term goal do not make program payments via events.reliant.org like a normal Reliant missionary. Their fees are paid either by an internal transfer (but this is done manually by Reliant based on available funds, not done by the intern on events.reliant.org) or by paying out of pocket (which can be done on events.reliant.org with a credit card or by check). Just like with Reliant missionary an internal transfer payment for intern program fees can only happen if there are funds available in the account they are responsible for after anticipated payroll expenses for the entire summer. Reliant will be monitoring their support raising. **The fixed term employee must have raised enough money 2 weeks prior to their program fees being due usually when the event is financially closing) in order to have their program payment made by an internal transfer from the account they are responsible for.** The event director will decide what date the fixed term goal fees are due for paying out of pocket (typically the date is the last day of the event). The program team will contact each director and fixed term goal employee to let them know an internal transfer from the account has been made if funding is available. If the fixed term goal employee has insufficient funds in the account 2 weeks prior to the fees being due Reliant will draft any funding that is available and then the intern will be responsible for paying the balance out of pocket.

If fixed term goal employees need to pay program fees directly out of pocket.

1. Online

- Payment can then be made by payment on events.reliant.org by credit card (note that the event is charged the credit card fees for that payment).

2. Paper Check

- *The check must include the words event payment in the memo line. This is very important!*
- The envelope needs to also include a note that lists the event name, the fund name (contact the Event Director if you're unsure), the names of the participants, and how much the church is paying for each participant in the envelope with the check.
- Please address the envelope being mailed to Reliant: Event Payments. This will help our gift services team know it is not a donation.

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3. Bill Pay

- If you are mailing the check via online banking, please send events@reliant.org an email with the name of the church, the event name, the fund name (contact the Event Director if you're unsure), and the names and amounts being given for each participant so that they can inform gift services that the check is coming.

Payee: Reliant - Events

Account Number: Event Fund Number and Participant Name

Address:

Reliant Events

Attn: Events

11002 Lake Hart Dr

Suite100

Orlando, FL 32832

Memo: Event Fund Number and Participant Name

The line should clearly identify the check is intended for a participant attending an event.

Please note that any payment made directly by the fixed term goal employee (out of pocket) is not available for reimbursement (based on program parameters and policies).

Unfortunately, if financial support comes in after their event payment is made out of pocket it is too late to reimburse that event payment with funding from the ministry account they are responsible for. Fixed Term accounts are closed 2 months after their internship is completed unless an fixed term employee increases their time with Reliant before that timeframe is up. The majority of accounts are closed at the end of their fixed term. Therefore, funding would not be available for future events.

*Please reference the your program parameters that were given at training for more information on fixed term event payment guidelines and policies.