

# Events Gifts Policy



The events gift policy below goes into effect when a missionary is purchasing gifts using the event fund to make a reimbursement through a normal Reliant reimbursement form. The rules below follow the normal Reliant event fund reimbursement policies. There are different rules for gifts that apply to those events who are receiving an [Event Advances](#) to make purchases or if Reliant is making the purchase for the event. See [Allowed Event Expenses](#).

Events typically involve a lot of work and many hands that came together to help make it happen. You may want to say thank you to those that helped by giving a small gift. However, there are many rules to follow before you can consider giving any gift that can be reimbursed by the event fund.

If you would like to give a monetary gift to say thank you to a church or ministry (ex. for the use of their space, etc.) you can request a honorarium check be sent from Reliant directly. See the Solomon page [Speaker and Church/Ministry Honorariums for Events](#) for further information.

You may want to say thank you to those that employed your event participants or churches that provided a meeting space, or even to the participants, etc. There are very specific rules for giving to all of these. Please read this pages on gifts (and the links listed) for more details information.

- [Gifts](#)
- [Corporate gifts](#)
- [Giving of Money and/or Donated Goods to People/Ministries.](#)

## Gifts

In general, gifts purchased by the summer program with petty cash must abide by the gift reimbursement guidelines. **Gifts cannot be reimbursed out of the MTD account for which a missionary is responsible.** The policy for gifts reimbursed by the event fund is summarized below, but please refer to the [full policy](#), or contact the Reliant Finance Dept prior to making a purchase if you are unsure if a gift purchase is eligible for reimbursement.

### Gifts to Specific Individuals Attending the Event

- The gift limit per event participant (this does not apply to missionaries) for the entire summer program is **\$25 per person**. This would be for a gift that was given specifically to one person or group of specific people but not to everyone attending the event (ex. a student leader who contributed a lot to the program, or all of the student project leaders for the extra time and responsibility they gave to the program, etc.). The Reliant gift policy stating that gifts must be spiritual in nature doesn't apply, however, each gift given must have a legitimate ministry purpose and reason for purchasing and giving. You must list the person's name who you gave to, and their ministry relationship to you (ie: student, program participant, etc).
- **Gifts cannot be reimbursed when given to other Reliant missionary members or Event Program Directors.** The IRS considers the wonderful summer experience as the missionary's "gift". If you feel so led to give a gift to a Reliant missionary or a event director you can do so, but it will be considered a personal out of pocket expense and can not use petty cash, event funds or MTD funds to reimburse the gift.



Some items that are typically bought for each event participant as welcome "gifts" are not considered gifts, but are supplies related to the program.

- Books/Journals that are given to each event participant that are for required reading/note taking/journaling for the specific event are not considered gifts and do not count against the gift dollar limit for an individual attending the event. Books can be given to event participants and Reliant Missionaries.
- Water Bottles that are to be used by participants throughout the program are not considered gifts and do not count against the gift dollar limit for an individual attending the event. Water Bottles can also be given to Reliant missionaries.

### Gifts for Everyone

- "Token" gifts, prizes, or gift bags passed out as a gift for the entire group (ex. to an entire project group, or to all the summer project participants) or a give-away (where everyone was eligible but only a few names were drawn) can be reimbursed if the **total amount given is under \$10 per person**. (examples: bulk candy, stickers, pens, bookmarks). These "token gifts" do not count against the \$25 gift limit mentioned above.
- **Gift cards can be reimbursed through the event fund if it is only up to a \$25 value per person.** In the case of a give-away/contest/drawing, a gift card (up to \$25 value) may be given to either a participant or a missionary. This can be reimbursed through the event fund or petty cash.

### Speaker gifts


- Speaker gifts, such as a welcome basket, can be reimbursed, up to a maximum of \$25. These gifts do not have to be spiritual in nature but must have a valid ministry purpose.

- It is allowable for the Summer Program to use petty cash to reimburse groceries purchased for the speaker's meals or to include the speaker (and the speaker's family) in summer program group meals in which participants and summer program missionary are all dining together. These food costs do not count towards the \$25 gift limit.
- It is also allowable for petty cash to be used for the Summer Program Director (or other summer program missionary with approval from the Director) to take a speaker out to eat for a single meal at a nice restaurant as a thank you. Please keep these meals to less than \$50 per person and remember that alcohol cannot be purchased using Reliant funds.

## Corporate gifts

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## Giving of Money and/or Donated Goods to People/Ministries.

 In most instances, you will need to use your own personal salary for donations, tithes, and financial gifts, as these type of gifts/purchases are generally not reimbursable and cannot be purchased with event funds.

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