

WSJW REPORTING PROCESS

For the Monthly Jurisdictional Assessment Reports:

SUPERVISORS, DISTRICT MISSIONAIRES, MISSIONARIES: BY 1ST SATURDAY OF EACH MONTH (OR MOST CONVENIENT, PAY TOTAL FOR THE YEAR IN JANUARY!)

1. Each Licensed Missionary submits their monetary Financial Report ONLY through **JURISDICTIONAL** GiveLify
2. No documentation is needed to be sent to District Missionary / All documentation is done through the Jurisdictional Finance Chair
3. Each Licensed Missionary is receipted/receives confirmation annually from Givelify

For both International Spring (Credential) and Fall (IDOW) Reports:

SUPERVISORS, DISTRICT MISSIONARIES, MISSIONARIES: BY THE LAST DAY OF THE MONTH OF FEBRUARY (28TH) / SEPTEMBER (30TH)

1. Each Licensed Missionary submits their monetary Financial Report ONLY through WSJW Financial Form (which they will receive by email from the Executive Secretary – if not received by the last day of the previous month, contact the Executive Secretary at - ExecutiveSecretary@WSJWomen.org)
2. Each Licensed Missionary is receipted/receives confirmation by the form
3. No documentation is needed to be sent to District Missionary / All documentation is done through the Jurisdictional Finance Chair

DISTRICT MISSIONARIES: BY 6:00PM OF THE 1ST SATURDAY OF THE MONTH OF MARCH/OCTOBER

1. Each District Missionary will receive an email documenting those Licensed Missionaries who have NOT submitted their International Report to WSJW
2. Each District Missionary will make follow-up CALLS within 2 days of receiving email to all Licensed Missionary on the list mentioned in #1 to request immediate submission or credentials are at risk