

ACI International Worker Policy

All accepted workers are considered Independent Contractors by ACI International. We do not offer a package of benefits or reimburse personal expenses incurred while performing ministry. You are required to be under the authority of a home church.

Communication to donors:

For donor contributions to be tax-deductible, the gifts must be to ACI International and not to or for specific individuals. It is important for donors to understand that ACI International has full control and discretion over all contributions. The following guidelines should be followed with respect to vocabulary used verbally and in prayer letters, e-mail, and other communications with prospective donors to ACI International. **All newsletters must indicate you are affiliated with ACI Int.**

A. Use the following:

- Pray that God will provide the support I need to raise for ACI International.
- Thank you for your prayers and financial gifts to ACI International.
- I need to form a team of ministry partners who will support ACI International with monthly financial commitments and prayers.

B. Avoid the following:

- Please provide funds for my support.
- I need \$1,000 more in gifts to my account.
- My financial support is short this month.
- Please support me.
- My account is short this month.
- Your support of us is appreciated.
- Thanks for your support of my ministry.

C. Donors should NOT write your name in the memo portion of their check unless they use: “*Preferred for (name).*” If they are audited gifts with names only may not be tax deductible. It is best if they simply use the following reply form which should be included in your newsletters. (*Please fill in your name, country or project before mailing.*)

We want to support the ministry of an ACI International missionary with our gift of \$_____. We would like for our gift to benefit the ministry of _(name)_ and the work in _(country)_ or with _(project name)_. We understand that the use of our gift is subject to the discretion and control of ACI International.

Name: _____ Address: _____

D. All receipts sent to individuals by ACI International include the following paragraph:

Thank you for your contribution which may be deductible in accordance with state and federal tax laws. It is made with the understanding that ACI International has complete discretion and control over the use of the donated funds. Every effort will be made to apply your gift according to your indicated preference, if any. We recognize our responsibility for accountability and our financial statements are available upon written request. We thank God for you and appreciate your support.

Prayer letters:

We encourage all workers to send quarterly prayer letters to a list of committed prayer partners. If the reply form above is not included in your prayer letter we must see a copy before it is mailed in order to insure compatibility with IRS regulations.

All workers must send an update to ACI International regarding their ministry activities by prayer letter or email (christine@aciint.org) at least three times a year.

Ministry accounts:

Those approved to raise funds for ACI International, are assigned an account number. Gifts may be made to ACI International with a preference to provide compensation and other expenses for your ministry. We will make every effort to ensure that such gifts are credited to your ministry account. However, the balance in the account does not represent your funds. Per IRS law for 501(c)(3) non-profit organizations, any donations credited to this account must be donations to support the ministry of ACI International.

If the total amount of donations recorded in an account is less than the budgeted amount, only the amount available will be paid. Any surplus may be used to make up prior shortages and other expenses in relation to your work with ACI International. A surplus may also be used in future months for compensation, or may be used by the ministry for other purposes consistent with donor preferences.

If you terminate with a balance left in your account ACI International may use the balance as it deems best. Similarly, if a potential worker withdraws prior to beginning work, ACI International will use the funds in the related account as it deems best. According to IRS regulations the worker is not entitled to receive these funds, nor are the donors entitled to refunds.

Annual Reporting Requirements:

All workers must submit a mission statement with their application. Any changes to the statement or your ministry purpose should be reported to the home office immediately.

An annual proposed budget listing personal expenses and ministry needs must be received in the home office by December 1 of the preceding year. A suggested format is attached if needed. ACI International will retain the records in your private file. They will only be released at your request, or to the IRS to demonstrate compliance with its regulations.

Non Compliance with official ACI Policy is grounds for immediate dismissal.

Workers must indicate their agreement to and compliance with these policies by signing below.

Name: _____ Date: _____

Name: _____ Date: _____

Please give the name and address of the Church or group you are accountable to.
