

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 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 THE 1ST SATURDAY OF THE MONTH OF FEBRUARY/SEPTEMBER

1. Each District Missionary will receive an email documenting those Licensed Missionaries who have 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 not on the WSJW Reporting document to request immediate submission or credentials are at risk
3. Each District Missionary will receive an email documenting those Licensed Missionaries whose International Report has been submitted after the International Report has been submitted by the Executive Secretary and Executive Finance Secretary