

FOX VALLEY PRESBYTERIAN CHURCH
LIVING WATERS FOR THE WORLD SUB-COMMITTEE
POLICIES AND PROCEDURES

1. BUDGET.

1.1. LIVING WATERS FOR THE WORLD SUB-COMMITTEE (“LWWSC”) ANNUAL BUDGET. In advance of each calendar year LWWSC shall develop and approve a budget for the upcoming calendar year. LWWSC shall not operate without a budget. However, if LWWSC is unable to adopt a budget prior to the beginning of a calendar year, LWWSC may adopt a resolution allowing LWWSC to operate for thirty (30) days with a temporary budget. The LWWSC Annual Budget shall include: (i) Site Expenditures; (ii) Training Expenditures; (iii) Fundraising Expenditures; (iv) Communication Expenditures; (v) Administrative Expenditures; and (vi) Income.

1.1.1. Site Expenditures. Site Expenditures are expenses LWWSC will incur in connection with a site during the year. The LWWSC Annual Budget will include a line item for each site. There are two (2) types of site expenditures: (i) expenditures made in connection with a site where FVPC is the Initiating Partner; and (ii) expenditures made in connection with a site where another congregation (e.g., Bay Presbyterian Church) is the Initiating Partner. If FVPC is the Initiating Partner for the site, the site line item will be based the site’s Site Budget (defined below) and will reflect the portion of the site’s Site Budget which will be expended during the course of the year. If FVPC is not the Initiating Partner for the site, the Site Expenditures will be based on the anticipated costs of FVPC participating in a trip.

1.1.2. Training Expenditures. Training Expenditures are expenses LWWSC will incur during the year to: (i) send individuals to Clean Water University; and (ii) provide other LWWSC training (e.g., first aid, trip specific training).

1.1.3. Fundraising Expenditures. Fundraising Expenditures are all expenses LWWSC will incur to raise funds for the LWWSC ministry.

1.1.4. Communication Expenditures. Communication Expenditures are all expenses LWWSC will incur to publicize the LWWSC ministry.

1.1.5. Administrative Expenditures. Administrative Expenditures are all expenses LWWSC will incur which are not covered in one of the foregoing categories including, but not limited to, volunteer support expenses and any LWWSC equipment, supply, insurance, or other expenses which are not trip specific.

1.2. LWWSC ANNUAL BUDGET PREPARATION PROCESS. Annually, at the August LWWSC meeting, LWWSC shall establish goals and objectives for the upcoming calendar year designed to advance its ministry. Based on these goals and objectives, LWWSC’s existing Clean Water Covenants, and anticipated financial resources, LWWSC’s Chair in consultation with the LWWSC Treasurer shall prepare a draft budget for the upcoming calendar year for review, consideration, and action by LWWSC at its September meeting. It is the responsibility of the Chair to forward the draft budget to the LWWSC at least fifteen (15) days before LWWSC’s September meeting. The LWWSC has the authority to approve, modify, or reject the draft budget. Once approved by the LWWSC a copy shall be forwarded to the FVPC Mission Committee by the Mission Liaison. A copy shall also be provided to Session and each of FVPC’s pastors by the Secretary. The budget approved by LWWSC shall be LWWSC’s budget (“LWWSC Annual Budget”).

1.3. LWWSC ANNUAL BUDGET AMENDMENTS. The LWWSC Annual Budget must be amended prior to making expenditures or incurring financial obligations not included in the LWWSC Annual Budget or over 10% of any approved budget line item. Only the LWWSC has the authority to approve LWWSC Annual Budget amendments.

2. MULTI-YEAR BUDGET PROJECTION. When FVPC enters into a Clean Water Covenant with a site, it is making a multi-year financial and volunteer commitment. As a planning tool the Treasurer shall develop and maintain a multi-year budget projection showing the current year's budget and the projected budgets for each of the upcoming years LWWSC will have Site Expenditures based on current LWWSC Clean Water Covenants ("Multi-Year Budget Projection"). The Treasurer shall provide the Secretary and Chair with an updated copy of the Multi-Year Budget Projection (showing updated actual income and expenses) three (3) calendar days in advance of each LWWSC monthly meeting.

3. SURVEY TRIP APPROVAL. When FVPC enters into a Clean Water Covenant with a site, it is making a multi-year financial and volunteer commitment. Before LWWSC sends a team to survey a new site, LWWSC must determine whether in light of FVPC's other Clean Water site commitments, FVPC has or can develop the financial, volunteer, and other resources necessary to serve as an Initiating Partner with the site. LWWSC must also gather information from which it can make a preliminary assessment as to whether the proposed site is a viable Clean Water system site. Toward this end, prior to approving a survey trip for any site, LWWSC will undertake the following due diligence:

3.1. SITE BUDGET. LWWSC shall develop a multi-year budget estimating the total financial commitment of a Clean Water Covenant with the site ("Site Budget"). The Site Budget shall be developed using the Site Budget form attached as Exhibit A. Before approving a survey trip to a new site LWWSC must review the Site Budget and either: (i) find that FVPC has sufficient financial resources to cover the financial commitment of a Clean Water Covenant with the site; or (ii) identify with specificity the anticipated sources of income which will be used to cover the financial commitment of a Clean Water Covenant with the site.

3.2. VOLUNTEER COMMITMENT ASSESSMENT. LWWSC shall outline the minimum number of volunteers needed for each trip required by a Clean Water Covenant with the site. The volunteer requirement assessment shall be developed using the Site Information Form attached as Exhibit B. Before approving a survey trip to a new site LWWSC must review the Volunteer Requirements and either: (i) find that FVPC has a sufficient number of volunteers to cover the volunteer requirements of a Clean Water Covenant with the site; or (ii) identify with specificity how the volunteer requirements for the site will be met.

3.3. SITE COORDINATOR APPOINTMENTS. Before approving a survey trip two (2) volunteers must agree to serve as the Site Coordinators for the site to be surveyed. In addition, at least one (1), but ideally both, of the site coordinators must agree to participate in the survey trip. The Site Coordinators must be listed on the Site Information Form. A survey may not proceed without the prior designation of Site Coordinators for the site.

3.4. SURVEY TRIP COORDINATORS AND TRIP MEMBER APPOINTMENTS. Before approving a survey trip two (2) individuals must agree to serve as Trip Coordinators for the survey trip with one (1) designated as the Lead Trip Coordinator and the other as an Assistant Trip Coordinator. In addition, before approving a survey trip LWWSC must appoint a survey trip team composed of volunteers with the requisite training and experience to perform the tasks necessary to survey the site. The Trip Coordinators along with the other members of the survey team must be listed on Site Information Form. A survey trip may not be approved until the survey trip coordinators and survey trip members are designated.

- 3.5. CONSULTATION WITH LWWs IN COUNTRY COORDINATOR.** Before approving a new site the Site Coordinators shall contact the LWW's In Country Coordinator to discuss the viability of installing a clean water system at the site. If possible prior to the survey trip, the Site Coordinators will work with LWW's In Country Coordinator to: (i) identify the site contact; (ii) test the water; (iii) negotiate the Clean Water Covenant; and (iv) develop the survey trip itinerary.
- 3.6. SITE CONTACT.** Before approving a survey trip the Site Coordinators shall identify a primary and secondary contact for the site. This site contacts shall be the individuals who will serve as LWWSC's principal communication contacts for the site. The Site Coordinators shall obtain the site contacts names, addresses, telephone numbers, cell phone numbers, and ideally e-mail addresses. If this is not possible because the site contacts do not have postal addresses, telephones, cell phones, or e-mail, then the Site Coordinators shall develop a plan for communicating with the site contacts. The site contacts contact information or the alternate communication plan shall be recorded on the Site Information Form.

Once the preceding steps have been taken, the Site Coordinators shall present the Site Budget and Site Information Sheet to LWWSC for consideration and action. The survey trip for the site shall only proceed if approved by a majority of the LWWSC Voting Members.

- 4. SITE RECORDS.** For each site LWWSC shall maintain the following records: (i) Site Budget; (ii) Site Information Form; (iii) draft Clean Water Covenant; (iv) Executed Clean Water Covenant; (v) Annual Site Budget; (vi) Monthly Activity Reports, and (vii) Monthly Financial Reports. The Site Coordinators shall have primary responsibility for preparing and ensuring these records are maintained. The Secretary shall have primary responsibility for developing means of maintaining copies of these records along with all other LWWSC records.

5. REPORTS.

5.1.1. MONTHLY. Monthly the Chair, Secretary, Treasurer, and each LWWSC coordinator shall prepare a written report and deliver it to the Secretary three (3) calendar days in advance of the regular LWWSC monthly meeting. The monthly reports should be short and concise, but complete. Activity summaries should not exceed one paragraph, bullet points are acceptable. The purpose of the monthly reports is to: (i) update LWWSC regarding its activities and finances; (ii) expedite LWWSC monthly meetings; and (iii) create and maintain a record of LWWSC programmatic and financial activity. The monthly reports will be distributed by the Secretary to LWWSC with the agenda in advance of the regular LWWSC meeting. The monthly reports will be attached to the approved meeting minutes. The Mission Committee Liaison will provide a copy of the approved minutes to the Mission Committee. The Secretary will provide a copy to Session and each of the pastors. Whenever possible monthly reports should be submitted and distributed electronically.

5.1.2. Chair Monthly Report. The Chair's monthly report will include: (i) Agenda for the meeting; (ii) a summary of the Chair's LWWSC activities for the preceding month; (iii) summary of the Chair's LWWSC activities for the upcoming month.

5.1.3. Secretary Monthly Report. The Secretary's monthly report shall include: (i) minutes from the preceding LWWSC meeting; and (ii) an updated LWWSC calendar.

5.1.4. Treasurer Monthly report. The Treasurer's monthly report shall include: (i) a year to date LWWSC Budget to actual financial statement; (ii) preceding month's income and expenses; (iii) upcoming month's anticipated income and expenses; (iv) cash on hand; and (v) Multi-Year Budget Projection.

5.1.5. Coordinator Monthly reports. Coordinator monthly reports shall be made using the Monthly Report Form attached as Exhibit C and include the following information for their area of responsibility: (i) expenses for the preceding month; (ii) anticipated expenses for the upcoming month; (iii) activity summary for the preceding month; (iv) upcoming month activity summary; and (vi) Old/New Business to be brought before LWWSC if any. In addition, Site Coordinators shall attach an updated Site Information Form whenever necessary.

5.2. ANNUAL. Annually, the Chair shall prepare a LWWSC Annual Report which shall include: (i) a summary of LWWSC's activities for the preceding year; (ii) a year end budget to actual financial statement; (iii) a statement of the cash on hand at the end of the preceding year; (iv) LWWSC's goals for the upcoming year; and (v) LWWSC Multi-Year Budget Projection for the upcoming year. The Annual Report will be presented to LWWSC for its review and consideration at LWWSC's January meeting. Once approved by LWWSC the Annual Report will be attached to the approved meeting minutes. The Mission Committee Liaison will provide a copy of the approved Annual Report to the Mission Committee. The Secretary will provide a copy of the approved Annual Report to Session and each of the pastors.

- 6. VOLUNTEER EXPENSES.** Individuals who participate in LWWSC are responsible for the following expenses associated with any LWWSC trip: (i) passport and any related travel documentation; (ii) immunizations; (iii) spending money; (iv) clothing; (v) insurance other than travel insurance (e.g., health, life, and disability); and such other trip related expenses as LWWSC may determine from time to time.
- 7. SUGGESTED VOLUNTEER CONTRIBUTION.** Financial contribution is never required for a volunteer to participate in LWWSC, an LWWSC trip, or to attend any LWWSC training including Clean Water University. However, a contribution to FVPC's LWWSC Ministry of \$300.00 is suggested for individuals interested in participating in either Clean Water University or a site trip. This is only a suggested contribution and not a requirement. All contributions should be made directly to the Church Office and designated for LWWSC.
- 8. VOLUNTEER FINANCIAL NEED.** A volunteer's personal financial condition shall not be an obstacle to the volunteer participating in LWWSC or an LWWSC trip. If a volunteer's personal financial condition is an obstacle to the volunteer participating in LWWSC or an LWWSC trip the volunteer may contact directly or shall be referred to Pastor Bart Roush. Thereafter, Pastor Roush and the Chair shall discuss the need and if appropriate provide the necessary financial support from LWWSC's resources. It shall be the responsibility of the Chair to make this policy known to anyone interested in participating in LWWSC. The identity of the volunteer seeking financial support shall be kept confidential to the extent possible.
- 9. PURCHASES.** To the extent possible, purchases necessary to advance LWWSC's ministry should be made directly by FVPC. All requests for payment or disbursement shall be made using FVPC's Voucher Request Form (See Exhibit D). Each Voucher Request Form shall be supported with documentation explaining the purpose of the requested payment or disbursement and demonstrating the requested payment or disbursement is within the approved LWWSC Budget. In the Committee/Account Line of each Voucher Request Form Mission/LWWSC/ and the appropriate LWWSC budget line item should be referenced. This Mission/LWWSC reference is required by FVPC's procedures. The reference to the appropriate LWWSC budget line item is for LWWSC accounting. Completed Voucher Request Forms and supporting documentation shall be submitted to either: (i) Pastor Bart Roush or (ii) Fred Filiaggi for approval. In addition, a copy (paper or preferably electronic) of the Voucher Request Form shall be provided to the LWWSC Chair and Treasurer. Once the payment or disbursement is made the person requesting the same shall provide the Treasurer and the Chair with a copy (paper or preferably electronic) of the approved Voucher Request Form and a receipt, paid invoice, or similar documentation demonstrating how the funds

were actually spent. The Treasurer shall retain a copy of the Voucher Request Form and all documentation related to the disbursement in the LWWSC's financial records.

9.1. CASH DISBURSEMENTS. In some instances, it is anticipated that cash will be distributed to LWWSC volunteers for use while on a site trip. The LWWSC volunteer requesting the cash disbursement shall follow the procedures outlined above in Section 9. In addition, the LWWSC volunteer shall maintain a written record of the how the cash was utilized identifying the date, amount, payor, payee, and purpose of each cash expenditure ("Cash Record") using the LWWSC Cash Record Form attached as Exhibit E. Whenever possible, the LWWSC volunteer shall also obtain a receipt for each cash expenditure. Cash may only be used for budgeted purposes. All unused cash or cash utilized for non-budgeted purposes shall be returned to FVPC along with the Cash Record. A copy of the Cash Record and all supporting documentation shall also be provided to the Treasurer and the Chair.

9.1.1. Seed Money. When LWWSC enters into a Clean Water Covenant with an operating partner for new site, LWWSC anticipates it may be necessary to provide "Seed Money" to the operating partner to purchase supplies, equipment, and/or secure the services of an attorney to assist with legal and regulatory issues associated with developing and operating the new site. The amount of seed money LWWSC will provide to any site shall not exceed \$1,000.00. It is anticipated that the seed money will be paid in cash. Prior to providing seed money to the operating partner, LWWSC shall require the operating partner to provide an itemized list of how the seed money will be utilized and execute a Seed Money Covenant in the form attached as Exhibit F.

9.2. EXPENSE REIMBURSEMENT. As discussed above, whenever possible, LWWSC related expenses should be paid directly by FVPC. However, LWWSC anticipates this may not be possible or practical in all instances. FVPC will reimburse LWWSC volunteers for pre-authorized and reasonable LWWSC ministry expenses incurred by a volunteer in the performance of the volunteer's LWWSC's duties. Usually, LWWSC volunteers will only be reimbursed for expenses which are pre-authorized by LWWSC; reasonable; and for which the volunteer submits receipts. However, LWWSC may in its discretion waive the pre-approval and/or receipt requirements if it determines the expenditure was necessary to advance the LWWSC ministry and reasonable under the circumstances. Requests for reimbursement shall be made using the process outlined above in Section 9. Whether a particular expense is subject to reimbursement shall be determined by FVPC in its sole and absolute discretion.

9.3. LWW IN COUNTRY COORDINATOR EXPENSES. Pursuant to LWWSC policy Effective January 10, 2011, the per-diem (or a portion thereof) fee for LWW In Country Coordinator (ICC) service is \$40.00. This fee occurs when the ICC make a time-sensitive, single-purpose, LWWSC-requested trip, or accompanies a team for interpretation, assessment, installation/education, follow-up, and/or repairs. **LWWSC is NOT to reimburse the ICC at the end of a trip. Rather,** at that time, the ICC will provide the trip coordinator with a detailed invoice for services and a total amount charged to LWWSC. LWW requests that LWWSC make all payment to the Guatemala Network LWWSC returns to the states. **100% of all funds received will be placed in the Guatemala Network account to help pay for the ICC's salaries and expenses.** In addition, LWWSC is responsible for travel, lodging, and meal expenses for the ICCs who are working with/for LWWSC, and to settle that with them before a trip is completed.

10. YOUTH PARTICIPATION IN LWWSC TRIPS. LWWSC trips are to remote locations in poor foreign countries demanding a level of maturity and self reliance. Toward this end youth (volunteers under 21 at the time of the trip) may only participate in an LWWSC trip under the following circumstances:

(i) A parent must have completed one (1) LWW trip to the in-country location in question;

- (ii) The parent must be going on the same trip and accompany and be responsible for the youth, his/her passport, shots and any other health or special issues;
- (iii) Youth must have been on one Go-and-Serve Trip, and be sixteen (16) years old;
- (iv) Youth must interview with the Chair and the team leader (non parent), and prepare a statement about why he/she is interested in participating;
- (v) Youth will need to attend all 'in house' training prior to the trip; and
- (vi) Youth will understand that he/she goes as a working participant, that his/her time and activities will be directed by the trip leaders at all times.

11. NON-FVPC LWWSC PARTICIPATION. It is not necessary for an individual to be a member of FVPC to participate in LWWSC or an LWWSC trip. However, whether a particular individual is permitted to participate in LWWSC or an LWWSC trip shall be determined by LWWSC based on what it believes the best way to advance the LWWSC ministry.

12. SUGGESSTED INSTALLATION TRIP GUIDELINES. Attached as Exhibit G is a sample Installation to do List. This document is designed to provide guidance for Site and Trip Coordinators as they prepare for an installation trip.

Exhibit A
Fox Valley Presbyterian Church
Living Waters for the World
Sample Site Budget

	DETAILS	BUDGET
SURVEY TRIP (3 people, 4 days)		
Seed Money	\$ 1,000	
Airfare (\$400 pp/pt)	\$ 1,200	
In-country meals, lodging (\$85 pp/pd)	\$ 1,020	
In-country transport (\$45 pp/pd)	\$ 540	
Travel Insurance (\$30 pp/pt)	\$ 90	
Testing Kit	\$ 87	
Translator (\$50 pt)	\$ 50	
LWW In-Country Coordinator (Transportation, Meals, Lodging)	\$ 520	
Tips	\$ 150	
Survey Trip Subtotal		\$ 4,657
INSTALLATION/ EDUCATION TRIP (5 people, 5 days)		
Water Filtration System	\$ 2,546	
LWW Kit 1	\$ 242	
Additional Hardware for System	\$ 85	
Seals - 5 packs of 100	\$ 9	
Labels for Bottles 250	\$ 55	
T-Shirts for the Operators to wear (5 @ \$15.00 each)	\$ 75	
Operator's Manual in Spanish	\$ 46	
Additional Baggage fees for system (2 bags at \$50 each)	\$ 100	
Airfare (\$400 pp/pt)	\$ 2,000	
Travel Insurance (\$30 pp/pt)	\$ 150	
In-Country transport (\$45 pp/pd)	\$ 1,125	
In-Country meals & lodging (\$85 pp/pd)	\$ 2,125	
Translators (\$50 pt)	\$ 50	
LWW In-Country Coordinator (Transportation, Meals, Lodging)	\$ 650	
Tips	\$ 150	
Health/hygiene materials	\$ 122	
Teaching Curriculum in Spanish with cds to leave with operating partner	\$ 39	
Lab for surveying 2 more sites and shipping	\$ 174	
Installation/ Education Trip Subtotal		\$ 9,743
FOLLOW-UP TRIP NO. 1 (3 people, 4 days)		
Airfare (\$400 pp/pt)	\$ 1,200	
In-Country Transportation (\$45 pp/pd)	\$ 540	
In-Country Meals, Lodging (\$85 pp/pd)	\$ 1,020	
Translators (\$50 pt)	\$ 50	
Tips	\$ 150	
LWW In-Country Coordinator (Transportation, Meals, Lodging)	\$ 520	
Travel Insurance (\$30 pp/pt)	\$ 90	

Follow-up Trip No. 1 Subtotal **\$ 3,570**

FOLLOW-UP TRIP NO. 2 (3 people, 4 days)

Airfare (\$400 pp/pt)	\$ 1,200
In-Country Transportation (\$45 pp/pd)	\$ 540
In-Country Meals, Lodging (\$85 pp/pd)	\$ 1,020
Translators (\$50 pt)	\$ 50
Tips	\$ 150
LWW In-Country Coordinator (Transportation, Meals, Lodging)	\$ 520
Travel Insurance (\$30 pp/pt)	\$ 90

Follow-Up Trip No. 2 Subtotal **\$ 3,570**

TOTAL SITE EXPENSES	\$ 21,540	
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Exhibit B
Fox Valley Presbyterian Church
Living Waters for the World
Site Information Form
Date:

SITE NAME:

SITE NUMBER:

PROJECT NUMBER:

SITE LOCATION: (INSERT MAP):

Country:

Region (e.g., state or province):

Local (e.g., county, city, village):

Longitude:

Latitude:

SITE POSTAL ADDRESS:

OPERATING PARTNER:

OPERATING PARTNER CONTACT(S):

Name:

Position

Postal Address:

Telephone:

Cell phone:

E-mail Address

LWW COUNTRY COORDINATOR:

Name:

Postal Address:

Telephone:

Cell phone:

E-mail Address

SITE LANGUAGE:

Principal Language:

Other Language:

SITE COORDINATORS

Coordinator No. 1:

Name:

Postal Address:

Telephone:

Cell phone:
E-mail Address

Coordinator No. 2:

Name:
Postal Address:
Telephone:
Cell phone:
E-mail Address

SITE BUDGET:

Presented to LWWSC:
Approved by LWWSC:
Attach copy of approved Site Budget.

DATE SITE APPROVAL BY LWWSC:

SITE CLEAN WATER COVENANT:

Approved by LWWSC:
Executed by Initiating Partner:
Executed by FVPC:
Attach copy of fully executed Clean Water Covenant.

SITE TRIPS:

Survey Trip:

Consultation with LWW Country Coordinator: (Provide Date and Summary):
Date Approved by LWWSC:
Trip Date(s):
Trip Coordinator No. 1
Trip Coordinator No. 2
Additional Team Members:
Survey Trip Budget:
Survey Trip Itinerary:
Survey Trip Budget to Actual Financial Report:
Survey Trip Report:

Installation Trip:

Consultation with LWW Country Coordinator: (Provide Date(s) and Summary(ies)):
Date Approved by LWWSC:
Trip Date(s):
Trip Coordinator No. 1
Trip Coordinator No. 2
Additional Team Members:
Installation Trip Budget:
Installation Trip Itinerary:
Installation Trip Budget to Actual Financial Report:
Installation Trip Report:

Follow-up Trip #1:

Consultation with LWW Country Coordinator: (Provide Date and Summary):

Date Approved by LWWSC:

Trip Date(s):

Trip Coordinator No. 1

Trip Coordinator No. 2

Additional Team Members:

Follow-up Trip #1 Budget:

Follow-up Trip #1 Itinerary:

Follow-up Trip #1 Budget to Actual Financial Report:

Follow-up Trip #1 Report:

Follow-up Trip #2:

Consultation with LWW Country Coordinator: (Provide Date and Summary):

Date Approved by LWWSC:

Trip Date(s):

Trip Coordinator No. 1

Trip Coordinator No. 2

Additional Team Members:

Follow-up Trip #2 Budget:

Follow-up Trip #2 Itinerary:

Follow-up Trip #2 Budget to Actual Financial Report:

Follow-up Trip #2 Report:

Exhibit C
Fox Valley Presbyterian Church
Living Waters for the World
Coordinator Monthly Report

Date:

Monthly Report Type:

Person Submitting Report:

Position:

Summary of Previous Month's Activities:

Summary of Upcoming Activities:

Expenses for Previous Month:

Anticipated Expenses for upcoming Month:

Old Business/ New Business:

All coordinators attach year to date annual budget to actual financial statement.

Site Coordinators attach updated budget to actual Site Budget and updated Site Information Form.

Exhibit D
Fox Valley Presbyterian Church
Living Waters for the World
Voucher Request from Church

<u>Check Request</u>	
Payee _____	Amount \$ _____

Purpose _____	_____
_____	_____
_____	_____
Account/Committee _____	_____
Date _____	_____
Signature of Authorizing Person	

Exhibit F
Fox Valley Presbyterian Church
Living Waters for the World
Seed Money Covenant



We thank God for the resources and talents he has entrusted to each of us. Today, Fox Valley Presbyterian Church, Geneva, Illinois (“Initiating Partner”) and **[insert operating partner’s name]** (“Operating Partner”) have entered into a Clean Water Covenant through which we commit to work together to develop, operate, and maintain a Living Waters for the World clean water system from which clean water can be distributed in our community. As the Operating Partner, we the undersigned acknowledge receipt of \$_____ **[INSERT NUMERICAL AND WRITTEN OUT AMOUNT]** from the Initiating Partner, Fox Valley Presbyterian Church, and commit to use these funds for the purpose of acquiring materials and services necessary for the development of the site which will house the Living Water for the World clean water system and its operation. Attached to this covenant is an itemized list of how we anticipate these funds will be utilized.

Agradecemos a dios por los recursos y los talentos que él ha confiado a cada uno de nosotros. Hoy, la iglesia Presbyterian del valle del zorro, Ginebra, Illinois (“iniciando a socio”) y **[insert operating partner’s name]** del socio de funcionamiento del relleno (de “socio funcionamiento”) ha entrado en un convenio limpio del agua a través de el cual confiamos para trabajar juntos para convertirse, funciona, y mantiene las aguas de una vida para el sistema limpio del agua del mundo de el cual el agua limpia se puede distribuir en nuestra comunidad. Como el socio de funcionamiento, el infrascrito reconocemos el recibo \$_____ **[INSERT NUMERICAL AND WRITTEN OUT AMOUNT]** del socio que inicia, iglesia Presbyterian del valle del zorro, y lo confiamos para utilizar estos fondos con el fin de adquirir los materiales y los servicios necesarios para el desarrollo del sitio que contendrá el agua viva para el sistema limpio del agua del mundo y su operación. Se une a este convenio una lista detallada de cómo anticipamos estos fondos seremos utilizados.

[Insert Operating Partner Name]

 Name (Nombre)

 Name (Nombre)

 Position (Posicion en comite)

 Position (Posicion en comite)

 Signature (Firma)

 Signature (Firma)

 Date (Fecha)

 Date (Fecha)

Exhibit G

Fox Valley Presbyterian Church Living Waters for the World Installation Trip to Do List Suggested Guidelines

9 months before trip

A survey should have been done on the trip prior to this. Make sure water testing has been done and a standard 4 bulb ozone system will work in this location.

- Put a team together to go on this trip and decide who will install, teach and survey the next site.
- Decide if you are going to partner with Bay Pres on the upcoming trip
- Select travel dates -- _____
- Confirm dates with:
 - Claudia with LWW – Ask her to find a next site? _____
 - Operating partner
 - Bay, if you are going with them
- Keep track of Budget to Actual Expenses on the Budget form and report to the committee on a monthly basis at the meetings.
- Continue to fill in the Project Planning Worksheet
- Obtain Project number from Living Waters
- Schedule meetings for:
 - Go over shots and traveling in Guatemala (3 months before trip) _____
 - Cross Training the Teaching (3 months before trip) _____
 - Cross Training the Installation (3 months before trip) _____

6-9 months before trip

Make airline reservations through Bart Roush. The earlier they are made, the cheaper.

- If you are going with Bay, see if they will let us pay them the \$600 per person to have them add reservations for us. They have made all in country reservations in the past, i.e., transportation from airport to hotel, hotel in Antigua, transportation to Jacaltenango (9 hour bus ride), our stay at the Rojas pensione and transportation in Jacaltenango to our Operating Partner location. The fee also includes reservations made at select restaurants in Antigua and meals, drinks and tips at the Rojas pensione.
- E-mail Operating Partner and cc Claudia with a list of items that they will need to purchase.
 - To Be Purchased by Operating Partner:
 - 4 feet x 8 feet of 3/4 inch sheet of plywood.
 - 120 feet of 1 inch rigid schedule 40 PVC pipe
 - 1 - 300 gallon (1100 liter) water tank
 - 1 - 2 gal garden sprayer
 - 3 Large containers of PVC glue
 - 2 large containers of solvent cleaner
 - 1 bottle of Bleach
 - 1 - new mop
 - Electrical ground rod of at least 6 feet (2 meters) in length and acorn clamp
 - Electrical wire, 12/2. Have Gilberto Estimate how much we need.

3 months before trip

- Select a date and time to put the system together/dry fit the system _____
- Place your order with Living Waters for the following items:

- ❑ The Water Filtration System
- ❑ LWW Kit 1 – Board Fittings & Spanish Manual
 - ❑ Seals
 - ❑ Labels
- ❑ Plan a trip to Home Depot to buy the following items: _____
 - ❑ 1 - 4'x8' piece of plywood
 - ❑ 120 ft. pvc pipe (Will take with for the installation)
 - ❑ 2 - rolls of 3/4" teflon tape
 - ❑ 7 - 5" x 6" metal brackets (Tracy had fabricated)
 - ❑ 10 - 1 1/4" strap hanger with 2 holes
 - ❑ 1 - roll of metal or plastic 1" wide strap hanger
 - ❑ 8 - 3/16" hex head tap con screws ** buy kit, comes with this
 - ❑ 1 - 5/32" concrete drill bit **buy kit, comes with this
 - ❑ 1 - package of 25 plastic wire ties
 - ❑ 2 - sheets of 180 grit sand paper
 - ❑ 1 - box of 100 3/4" wood screws (#8 wood screws)
 - ❑ 1 - electrical ground rod clamp
 - ❑ 3 - pan head stainless steel screws 14x1x1/2 inch
 - ❑ Extra Unions, elbows
 - ❑ 1 – Roll of electrical tape
- ❑ Additional Items We Need To Purchase:
 - ❑ 2 - male electrical plugs with 3 ft. of 12/2 wire for the pump
 - ❑ 1 - tube of silicone grease
 - ❑ Drywall screws 1 1/2 and 2" variety
 - 1- 1 1/8 inch hole saw
 - ❑ 4 - 1/8" x 3 " toggle bolts with wings
 - ❑ 1 - 5/8" masonry bit
 - ❑ 2 big blue single mounting brackets
 - ❑ 1 - 5 mm meter alan wrench for pump
 - ❑ 1 - roll of duck tape - pink
 - ❑ 2 - permanent markers

Electrical Tools:

- ❑ Multimeter
- ❑ 3 prong outlet polarity tester
- ❑ electrician's pliers
- ❑ small flat bladed screwdriver
- ❑ needle nose pliers
- ❑ electrical tape
- ❑ various wire nuts (pig tails)
- ❑ wire staples
- ❑ wire stripper
- ❑ electrical outlet adapter plugs
- ❑ 25 feet of 12 gauge/2 wire grounded romex wire
- ❑ assortment of ground wire clamps for ground rod
- ❑ JB Weld

Power Tools:

- ❑ 3/8" cordless hammer drill with magnetized philip head screwdriver attachment
- ❑ 2 batteries for drill

- battery charger
- socket to fit tap con hex heads
- drill bits
- 10 in one klein screw driver

Various Tools:

- 1 " pvc pipe scissor cutters
- small hack saw with extra blades
- channel locks with 3" max jaws
- smaller channel lock pliers
- 8" crescent wrench
- 16 oz claw hammer
- 2 ft long carpenter's level
- 25 ft tape measure
- pencils and sharpies

Masonry Tools:

- 1" wide cold chissel
- 12" long star drill
- 1 - claw hammer
- 1 large canister wrench (small strap wrench?)
- small flashlight
- allen wrench set metric and standard
- 25 ft extension cord (12/2 wire grounded)
- safety glasses
- small fishing net for debris removal from water tanks

1 month before trip

Discuss how we are going to transport system

- Set up a date and time to pack the system _____

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