

How to submit a Point to Point giving Request

1. Login to Funding the Mission

<https://ftm.nazarene.org/>

2. Click on the two arrows icon on the top row

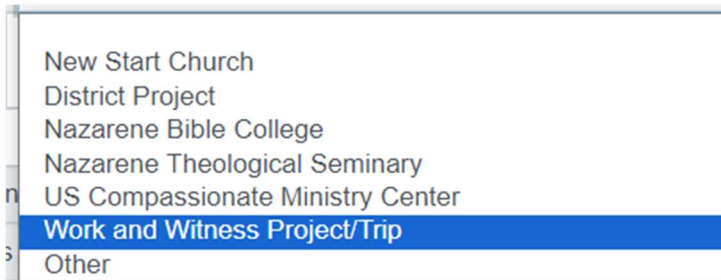


3. You are now on the page where you can record your Point to Point giving.

4. Click the arrow on the Gift Category section



A menu will drop down choose “Work and Witness Project/Trip”



5. Next in the section labeled “Intent of Gift” you will need to enter in the project number and the correct project name that you participated along with the name of the Team Leader for the trip.
***This will aid the staff in looking for the team that your church was a part of in the approval process.**
6. Next section is the “Amount” section. Enter in the amount that you paid for insurance, transportation/airfare, lodging and meals. All moneys used for personal expenses or sight-seeing costs are ineligible. Do not add the project funds as they are already applied to your 10% specials.



7. Make sure that they email address, phone number and Assembly Year are the correct information, then click save.
8. Once this request has been either approved or declined you will receive an email letting you know of the decision.