

# Financial Policy for Christian Youth in Action®

1. **Minimum Work Requirement** – Teens must work a minimum of 2 weeks or 4 *5-Day Clubs* after attending Christian Youth in Action (CYIA) training. With permission, you may substitute a county fair or two.
2. **Criteria to be a Paid Employee** – Teens must choose to work as volunteers or paid employees. Those who opt to be paid must meet the following criteria:
  - a. Be 14 years old (by federal law, teens under 14 cannot receive wages). Teens who turn 14 during the summer may be paid for Clubs taught after their 14<sup>th</sup> birthday.
  - b. Submit an Employment Application and completed forms W-4 and I-9 to the CEF office by the time of CYIA.
  - c. Raise enough support to adequately cover training fee and wages earned.
3. **Support Raising** – All paid CYIA summer missionaries are required to raise support for the CYIA Fund, compiling a list of at least 25 people to whom they will send support letters. CEF will format and print support letters for the teens using a CYIA support letter template which describes training and summer ministry. At CYIA Pre-training, teens will have the opportunity prepare and address their letters for distribution. A week after the letters are sent, you will want to follow-up those you sent letters to with a phone call.
4. **CYIA Fund** – All monies contributed on behalf of a summer missionary will be put into the CYIA Fund. CEF will issue a tax-deductible receipt to all donors.
5. **Thank You Notes** – CEF will inform CYIA missionaries of any financial support that comes in for them on a weekly basis. They are then responsible to write personal thank you notes to their donors.
6. **Surplus Financial Gifts** – If more support comes in for a teen than is needed to cover his/her summer ministry expenses, the surplus will be allocated to help defray the cost of the summer 5-Day Club ministry. This will be stated on support-raising letters. Funds will not be carried over to the next year.

7. **Timesheets & Salary** – to receive pay, summer missionaries must submit 5-Day Club Weekly Report Forms/Timesheets indicating Clubs taught. Checks will be issued once, at the end of the summer. Pay is determined by the salary schedule below:

**SALARY SCHEDULE**

1 <sup>st</sup> year teacher	\$60 per Club
2 <sup>nd</sup> year teacher	\$65 per Club
3 <sup>rd</sup> year teacher	\$70 per Club
4 <sup>th</sup> year teacher (or 18 & older)	\$75 per Club

Note: Clubs are scheduled to run for 1.5 hours each. This salary schedule conforms to current state minimum wage laws in Nebraska.

I plan to work as a

( ) Volunteer

( ) Paid Employee (must be criteria stated under #2 above)

I have read in its entirety the CYIA Financial Policy and agree to abide thereby.

Summer Missionary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEF of Nebraska  
6400 Cornhusker Hwy Suite 400, Lincoln, NE 68507  
Phone/Fax: 402-484-7877  
Mobile: 402-525-5305  
[jonathan@cefnebraska.org](mailto:jonathan@cefnebraska.org)  
[www.cefnebraska.org](http://www.cefnebraska.org)