East Jamaica Conference
of Seventh-day Adventists
OFFICE OF THE TREASURER

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November 24, 2026

TO: All Pastors, Elders, Treasurers, and Risk Managers

Dear Brethren,

Re: Activity Insurance for Local Church Activities and Outings

Warm Christian greetings!

This letter is a gentle reminder of the procedure for obtaining activity insurance for local church activities and outings. We have observed that several churches have been visiting the Accounts Department to make payments without first following the required process. To ensure timely and efficient processing, please follow the steps outlined below:

Step 1: Submission of Trip Information

All information relating to the proposed trip must be submitted via email to **treasury@ejcsda.com** at least **two (2) weeks prior** to the scheduled departure date.

Please provide the following information:

- A list of participants in **Excel format**, with:
  - **First Name** in Column A
  - **Surname** in Column B
- Where individuals have the same first and last names, please distinguish them by including a middle initial or the suffix **Sr.** or **Jr.**, where applicable.
- The date(s) of the trip.
- The name of the place and parish in which the destination is located.

Step 2: Payment and Processing

After the information has been submitted and reviewed, you will receive an email indicating the amount due for the insurance coverage.

Payment may be made:

- At the **Treasury Department**, or
- Online.

If payment is made online, a copy of the payment confirmation or receipt must be emailed to both **treasury@ejcsda.com** and **cashier@ejcsda.com**.

Once payment is confirmed, we will complete final processing and send the insurance identification cards and certificates to you.

We appreciate your cooperation in following this procedure, which helps ensure that all activity insurance requests are processed efficiently and on time.

Thank you for your attention to this matter.

Yours faithfully,

Michael Porteous
TREASURER