



# MEMO

**TO:** Pastors, Educators, Exempt Office Employees, Non-Exempt Office Staff and Executive Committee Members

**FROM:** Bill Miller

**DATE:** July 9, 2018

**SUBJECT:** 2019 Continuing Education Tour to Turkey (Seven Churches)



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We are excited to announce the  
**2019 Continuing Education Tour to Turkey (Seven Churches)**

**SAVE THE DATE**

**May 12-23, 2019**

**Approximate Cost: \$2,470 plus airfare**

**Spaces are limited to the first 40 participants to register.**

\$200 deposit per person is required to register.

**The deposit can be made either by check payable to Potomac Conference, attention Yanil Alcantara, 606 Greenville Avenue, Staunton, VA 24401 or payroll deduction (attached).**

**(Deposit is non-refundable after September 1, 2018)**

**Continuing Education Bank:** For Pastors and Exempt Office Staff, continuing education funds may be used to help offset the cost of your trip. These funds are for employee expenses only. Please submit the attached continuing education request to access these funds. Educators will automatically receive \$900 continuing education credit toward the balance of their trip. If employment is ceased with the conference prior to 2021, employees will be required to pay the remainder of the balance through a signed payroll deduction agreement.

**Payroll Deduction:** If you would like to request a payroll deduction, please submit the attached payroll deduction form indicating the amount you would like deducted from your payroll each month.  
**(The full cost for the tour is due by March 1, 2019)**

**Visa Information:** US Citizens will need to get a Visa at the Izmir airport. All other citizens should check with their embassy regarding obtaining a Visa into Turkey.

**Airfare Not Included** – Participant to make own arrangements.

## CONFERENCE SUBSIDY FOR FULL-TIME EMPLOYEES TO TURKEY:

***Pastor/Directors and Associates:***

\$1,500 and spouse \$750

***Educators:***

\$1,500 and spouse \$750

Additional \$900 for Continuing Education credit

***Office Non-Exempt Employees:***

\$1,000 and spouse \$500

***Executive Committee Members:***

\$1,000 and spouse \$500

**More details will follow, for registration contact**

**Yanil Alcantara – [yanila@pcsda.org](mailto:yanila@pcsda.org) or 540-886-0771 Ext-208**