

When completed it will be easy to see which names require a Divisional sign-off, by scanning down the REASON column and highlighting those under REMOVE - Verified Non-Attendance, and those with 'COMMENTS' explaining other reasons which may apply.

REMOVALS GUIDELINES:

1. If a person is being removed due to P/G or transfer to another corps/church, you may enter the number in SAMIS before the close of the year under review and before your review meeting with divisional staff. It is not necessary to wait until after the review to enter these numbers.
2. If a person is being removed for non-attendance, a letter indicating their desire to be removed must be procured before removal will be approved OR a proof of contact informing of removal should have been sent with no response. If you have this documentation and verbal/written confirmation from your AC to remove the name from the roll, you may enter the number in SAMIS before the close of the year under review and before your review meeting with divisional staff. Have this documentation available for your review meeting. This will reduce the number of required SAMIS changes after the year-end.
3. If a person is being removed for 'other' reasons, and you have already had discussion with your divisional staff and verbal approval that they should be removed, you may enter the number in SAMIS before the close of the year under review and before your review meeting with divisional staff. Otherwise, you may wish to wait until after the review meeting to complete the removal in SAMIS.
4. At the review meeting with divisional staff, the divisional representative will be required to sign-off on ALL removals to complete the removal process.
5. Following the review meeting with divisional staff, the divisional representative will have access to make any changes to your Rolls for the year under review, so that your rolls will be accurate in SAMIS.
6. Please reference the Orders and Regulations for Corps Officers, Section 4 'Revision of Rolls' No.4 for further information regarding reasons for removal. The O&R can be found on Lotus Notes under the O & R section.

Download extra blank copies of the ADDITIONS/REMOVALS page

and other helpful documents

www.saMinistryResources.ca/annual-reviews

#WhoSoever... 