

# **A.M.P.A.C.**

**ALLIANCE MEN PROVIDING A CAR**



**A MINISTRY OF THE ALLIANCE MEN  
OF THE  
CHRISTIAN AND MISSIONARY ALLIANCE**

# A.M.P.A.C.

The Christian and Missionary Alliance has been sending missionaries to other countries for many years. Alliance Men noticed, that after an extended length of time, these missionaries would return back to the United States, on Home Service or for medical or other reasons, and not have a dependable vehicle available for them at their disposal. The missionaries would have to purchase an automobile and then sell it prior to them leaving back to the mission field, often at a loss.

In response to this, Alliance Men began a ministry called Alliance Men Providing A Car, or AMPAC for short. Through the AMPAC ministry Alliance Men have been able to secure and maintain vehicles for missionaries when they return to the United States.

AMPAC is a very active ministry supplying temporary vehicles for missionaries while home from the field. In fact, not a year has gone by that we have not had at least one AMPAC vehicle being used by missionaries.

Due to the nature of this ministry, constant funding is necessary to keep the ministry alive. AMPAC is solely supported by the men of the local churches within the District. Without the needed annual support of the local churches, AMPAC is not be possible.

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SECTION ONE – The AMPAC Program

**I. The Purpose of AMPAC**

The primary purpose of AMPAC is to provide a vehicle for missionaries and special mission staff to use on a temporary basis while in the United States on Home Service, home assignment, or medical leave.

**II. Eligible Participants**

Those eligible for AMPAC vehicles are missionaries assigned to foreign fields, staff of the C&MA or other associated mission organizations on a special assignment and relocated from their home base or for others involved in missionary type work that may be unable to procure their own vehicle. All other participants must be approved by the Alliance Men District Leadership Team.

**II. The AMPAC Program**

The Alliance Men District Leadership Team will appoint a committee of at least three people to administer the day to day business of AMPAC. At least one member of the Alliance Men District Leadership Team must be on this committee. The committee appointments will be affirmed annually.

AMPAC is primarily supported and maintained by the Alliance Men of the local churches through gifts and special funding.

Vehicles of AMPAC are either purchased with available funds or have been donated by individuals. All donations to AMPAC become the exclusive property District Alliance Men. Donations to AMPAC will be receipted and may be deductible for tax purposes for the donor.

Vehicles of AMPAC are distributed, assigned, controlled, stored, sold or disposed of at the discretion of the AMPAC Committee.

All AMPAC vehicles for assignment will be licensed, safe, and reliable.

AMPAC vehicles will be leased at no charge to the participants with certain obligations of maintenance and operation.

### **III. Process of Vehicle Distribution**

The AMPAC Committee will, on a regular basis, stay in touch with the district office to obtain the names of missionaries or other potential participants that will be returning to the States for various reasons and may be in need of temporary transportation.

The AMPAC Committee will provide the potential participants with an AMPAC booklet which contains the necessary forms to qualify them for a vehicle from AMPAC.

Interested participants must complete and submit the "Application Form" in ample time for the committee to review and process.

The AMPAC Committee has up to thirty (30) days to approve or reject an application and will immediately notify the requester of their decision.

Upon approval, the AMPAC Committee will make arrangements with the participant to acquire the vehicle.

### **IV. Priority**

On occasion there may be more participants than vehicles. In that instance vehicles will be then be distributed based on priority as follows:

*First Priority* is given to participants from the District area churches residing in the District area during their Home Service.

*Second Priority* is given to participants from other districts but residing in the District during their Home Service.

*Third Priority* is given to participants from associated approved missions who are from a C&MA church and residing in the District.

*Fourth Priority* is given to participants from the District but residing in another district. Participants in this category who have been assigned a vehicle must give up that vehicle, upon a sixty (60) day advance notice, if a first priority participant is in need of a vehicle.

*Fifth Priority* is given to Members of the AMPAC Committee for the exclusive use of AMPAC related activities but must submit to the above priorities.

### **V. Insurance**

It is the responsibility of the participant receiving the vehicle to acquire the proper insurance for said vehicle. The type of insurance and the coverage amounts are spelled out in the AMPAC Lease Agreement.

## **VI. Conditions of Use**

Participants must sign a lease agreement with the AMPAC Committee assuming full authority and responsibility of the vehicle.

Participants are leased a vehicle in good faith that they will diligently maintain it and refrain from being careless or indifferent to a reasonable use of it.

Only licensed drivers of the immediate family who are listed as participants may operate the vehicle.

Loaning the vehicle to other people including family and relatives is grounds for rescinding the privilege of its use.

Using the vehicle for off road use, racing or generally being non-sensitive to good operation and maintenance is unacceptable.

No pulling of trailers or hauling of heavy loads. Special approval of the AMPAC Committee is required on vehicles equipped to do so.

No altering, marking or installing equipment in the vehicle without written consent from AMPAC.

No removing the vehicle from the U.S. or Canada without written consent from AMPAC

General Maintenance requirements as stated in Section VII titled Maintenance must be abided by.

The vehicle is to be returned to the AMPAC Committee immediately upon returning to active status, releasing of missionary status, or resigning or leaving the mission from which one was associated.

When returning the vehicle it is the responsibility of the participant to return the vehicle to an AMPAC Committee member and to sign off on that vehicle. Arrangements will be made to have the vehicle picked up at an agreed upon location.

Abandoning the vehicle or not returning it to agreed places and arrangements is unacceptable.

The AMPAC Committee makes the sole decision on these matters and has the right to discontinue vehicle assignments when participants are found in violation of any of these conditions.

At the end of the loan period participants must clean and service the vehicle regardless of the miles, generally leaving it in the same condition as having received it including a full tank of gas.

## **VII. Maintenance Provisions**

Minor Maintenance which includes but is not limited to replacing lights, oil changes, all other fluids at recommended intervals, windshield wiper replacement, tire repairs, cleaning, engine adjustments, plugs, and the like must be provided by the participant when needed in a strict and timely manner.

Participants are required to change the engine oil and oil filter as recommended by the manufacturer in the owner's manual. A certificate of change indicating odometer reading should be turned over to the AMPAC Committee at the time of returning the vehicle. Engine oil should be checked periodically throughout the loan of the vehicle.

It is expected that participants check and maintain tire pressure, transmission fluid and engine coolant periodically.

AMPAC will provide and pay for all major maintenance such as tires, brakes, struts and shocks, alternator, battery and power train. Participants upon finding the need for major maintenance must contact the AMPAC Committee to receive instruction as to the process of obtaining the maintenance; whether to return the vehicle for another or, in the case of great distances or emergencies, have it repaired elsewhere.

## **VIII. Mileage**

AMPAC vehicles are intended to be for the personal use of the family while on Home Assignment. It is not intended that it will be the transportation on Missionary Tours or for special speaking engagements especially leading out of the local living area of the participant's address.

Because of this intent, AMPAC will allow use miles of 4000 per quarter of the year of the term of the lease. A per mile charge will be due to AMPAC for miles in excess of the 4000 mile allowance per quarter and is to be paid within the next thirty (30) days of the next quarter.

The participant is responsible to report to AMPAC any excess miles used over the 4000 mile allowance

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SECTION 2 – AMPAC Vehicles

**I. Procurement of Vehicles**

Vehicles for AMPAC may be purchased, transferred, donated, gifted, or procured by any legal and ethical method.

Vehicles or any other items purchased or given to AMPAC become the exclusive property of AMPAC. Its use or disposition is determined by the AMPAC Committee only.

Vehicles or any other items given or loaned to AMPAC with conditions, if deemed useable and pertinent to the mission of AMPAC and will enhance the operations of AMPAC, will be accepted and used as per conditions listed. Upon the expiration of the item or its condition or the usefulness is consumed or fulfilled, the item will be returned to the donor.

Tax deductible receipts will be given to donors for equipment or vehicles donated to AMPAC. The value of the donated property will be determined by AMPAC.

When a gift is given with conditions attached and may not be sold or disposed of at the discretion of the AMPAC Committee, only the used or prorated portion of the gift will be receipted to the donor.

**II. Designated AMPAC Vehicles**

It is the responsibility of the AMPAC Committee to be certain all vehicles are checked out, repaired and approved by a qualified mechanic before placing them into service.

Maintenance records will be established and maintained on the vehicles until the AMPAC Committee disposes of the vehicle.

Vehicles procured will be brought up to expected standards and safety measures before assignment.

Vehicles will be kept clean and free from rust and poor aesthetics as much as is practical.

If a vehicles condition is questionable or if it has any peculiar non-dependable actions it must be repaired before leaving storage.

Any vehicle falling into an unsafe condition must be repaired or taken out of service immediately regardless of who has it or where it is.

Vehicles which may be in good mechanical condition but poor body condition should be repaired and painted before being put into service.



If a vehicle is assigned to a participant and may need tires, brakes or other service done to it before the anticipated return date it should be serviced or tires replaced before delivery of that vehicle takes place.

When a vehicle is returned it must be inspected by an approved inspector before reassignment.

Vehicles will be stored only in and at approved places and will maintain minimum insurance coverage at all times while in the possession of the AMAPC Committee.

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SECTION 3 – Funding and Finances

It is the intent that AMPAC is financed by the giving of monetary gifts, and that it is controlled by volunteers under the responsibility of the District Alliance Men.

Funding for AMPAC is obtained by three distinct methods.

**I. Mug Dumps**

The back bone of funding for the AMPAC program is achieved through MUG DUMPS.

The AMPAC Committee provides the local church with an AMPAC starter kit which contains AMPAC books, a poster, a brochure to copy, AMPAC mugs, and an AMPAC collection container.

The men of the local church are encouraged to take the AMPAC MUGS home and use them to save whatever loose change they may collect throughout the month.

Once a month the men will bring their AMPAC mugs to church and empty them into the AMPAC container provided by the AMPAC Committee.

The funds are then collected and sent to the District Alliance Men AMPAC Program.

It is recommended that each church have a man designated to coordinate the AMPAC program in his church.

**III. Individual Contributions**

Individuals may give financially to the AMPAC program anytime throughout the year at their discretion.

At the donor's request, receipts will be given for tax purposes. It is the responsibility of the donor to comply with IRS regulations.

### **III. Vehicle Donations**

Most often vehicles of any size, shape or condition may be donated to AMPAC.

It is up to the discretion of the AMPAC Committee whether or not they will be able to accept a donated vehicle.

All vehicles donated must be accompanied with the AMPAC Vehicle donation form.

Donors of a vehicle will receive a tax deductible receipt with the value determined by AMPAC. Federal Law states we cannot give a receipt for more than is realized from the sale of the vehicle.

For all other policies regarding Donated Vehicles please see Section 2 Part I. of the AMPAC book.

### **IV. Financial Obligations**

It is the responsibility of the Treasurer of the Alliance Men District Leadership Team to keep accurate and up-to-date records of the finances of the AMPAC program.

In the event of dissolution, all monies designated for AMPAC will become the property of the District Alliance Men.

ALLIANCE MEN  
AMPAC VEHICLE DONATION FORM

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

VIN Number \_\_\_\_\_

Condition \_\_\_\_\_ Declared Value \_\_\_\_\_

Other property description:

I, the undersigned, without duress willingly donate, without any conditions, the property described herein to the AMPAC program of the Christian and Missionary Alliance Great Lakes District. I have read and accept the intent of the attached policies SECTION 2, PART I., as found in the AMPAC book of the Great Lakes District Alliance Men.

DONORS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DONOR

\_\_\_\_\_  
TODAYS DATE

Confirmed by an AMPAC Officer of the \_\_\_\_\_ District Alliance Men  
that the property listed was received and is now in AMPAC's custody.

\_\_\_\_\_  
SIGNATURE OF AMPAC OFFICER

\_\_\_\_\_  
TODAYS DATE

This form serves as proof of your donation for IRS purposes.

# AMPAC LEASE AGREEMENT

Alliance Men of the Christian and Missionary Alliance

Dated: \_\_\_\_\_

LESSEE (s)

LESSOR:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**1. DEFINITIONS:** The word “lessor” refers to the Lessor named above and/or any later assignee. The word “Lease refers to this Lease Agreement. By signing this Lease, you (The Lessee and any Co-Lessee) and Lessor agree to your lease of the vehicle described below. You agree to all the terms and conditions of this Lease here in written. Primary use for lease is: Personal /Family use while on Home Assignment from a recognized and approved Christian ministry related position.

## 2. VEHICLE:

Year	Make and Model	Body type	Vehicle Identification Number
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**3. INSURANCE REQUIREMENTS:** During this Lease, you must provide and pay for the following insurance covering both you and Lessor. **Public liability** insurance that either (a) covers up to \$50,000 for property damages, \$100,000 for bodily injuries to any one person, and \$300,000 for bodily injuries for any one accident, or (b) has a combined single limit of 500,000 for bodily injuries and property damage for any one accident: and **Physical Damage** insurance covering loss or damage to the vehicle, with deductibles of no more than \$500.00 for collision and upset loss and \$500.00 for comprehensive fire and theft loss.

The policy of Public Liability insurance must show Lessor as an additional insured. The policy of physical damage insurance must show Lessor as loss payee. You may choose to get the required coverage yourself or through any person. The policies must be written by an insurance company acceptable to Lessor. You agree to provide proof of insurance to Lessor upon request. Lessor requires no other types of insurance. If you do not provide and pay for the above insurance Lessor may buy it for you and add the cost to your obligation under the Lease. Lessor may require you to pay the cost of that insurance upon demand.

You agree that you will have the risk of loss of vehicle once you take possession of it. If the vehicle is damaged or destroyed and funds become available from insurance, a payment of a judgment, a settlement, or the like, the funds will be treated as insurance proceeds to which the lessor is entitled.

Insurer Name \_\_\_\_\_  
Address \_\_\_\_\_  
Lessee's Age \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_  
Co-Lessee's Age \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

**4. LEASE TERM:** The term of the lease shall start from \_\_\_\_\_  
and end on \_\_\_\_\_

You may terminate this lease at any time before its scheduled end if you notify Lessor at least 30 days in advance. If you terminate this Lease with or without reason, you must give 30 days notice. The Lessor reserves the right to terminate this lease at any time without reason in which the Lessor must notify you in writing 30 days prior to the termination.

**5. OWNERSHIP:** This is a lease only and not a purchase agreement. Lessor owns the vehicle. You agree that this Lease is a true lease for tax and other purposes and that lessor will receive the benefits of ownership.

**6. PROHIBITION OF TRANSFER OF LESSEE'S INTEREST:** You will not sublease, rent, assign grant a security interest in or otherwise transfer your interest under this Lease, which consists of our right to use the vehicle. You will not attempt to transfer any other right under the Lease or in the vehicle. You have no authority of assign, give a security interest in, or otherwise transfer, in connection with the repair of the vehicle or otherwise the vehicle itself, Lessor's interest under this Lease, or Lessor's residual interest. Lessor upon request may give prior consent in writing to a transfer. Any transfer without the prior written consent of Lessor is ineffective.

**7. Mileage Allowance:** The use of this vehicle by this lease is intended to be for the personal use of the family while in Home Assignment. It is not intended that it will be the transportation on Missionary Tours or for special speaking engagements especially leading out of the local living area of the Lessee's address. Because of this intent, the Lessor will allow use miles of 4000 per quarter of the year of the term of the lease. A \$.15 per mile charge will be due to the Lessor for miles in excess of the 4000 mile allowance per quarter and is to be paid within the next 30 days of the next quarter.

The Lessee is responsible to report any excess miles used over the 4000 mile allowance to the Lessor by Email or US Mail service.

**7. USE:** You agree that you will use the vehicle for family/personal use only and will not:  
A. Allow unlicensed and/or uninsured drivers to drive the vehicle.  
B. Use or allow the vehicle to be used illegally, improperly, for hire or as a public conveyance.  
C. Use the vehicle to pull trailers or tow items without the Lessors Written Approval.  
D. Remove the vehicle from the United States or Canada without Lessor's written consent.

- E. Alter, mark or install equipment in the vehicle without Lessor's written consent.
- F. Abide by the rules and policy, parts 1 and II, except part 1 Hem G, I.

**8. MAINTENANCE REPAIRS AND OPERATING EXPENSES.** You agree to maintain and repair the vehicle to keep it in good working order and condition. You agree to pay for or cover routine maintenance, repair, and operating expenses. This includes changing all fluids at the recommended intervals such as engine oil, transmission oil, anti-freeze coolant; lubrications and filter changes; tire rotations; windshield wipers; light bulbs, and air conditioner freon. The Lessor will replace the major items as needed such as tires, brakes, struts/shocks, air conditioner components, and alternator, battery and power train components.

You also agree to service the vehicle as the manufacturer recommends in the Owner's Manual and maintenance schedule folder that comes with the vehicle and as the manufacturer requests in any recall campaign. If you do not maintain or repair the vehicle or pay all operating expenses as this lease requires, Lessor may do so and add the cost to your obligation. Lessor may require you to pay this cost upon demand. All the above per AMPAC Policy, parts 1 and 11.

**9. WARRANTY AND EXCLUSION OF WARRANTY.** The only warranty (other than ones of description of the vehicle and against interference with your interest under this Lease) to which the vehicle is subject is any standard manufacturer's express warranty. Lessor agrees that you may receive the extent of your interest under the Lease the benefit of any manufacturer's express warranty that covers the vehicle. You must abide by the restrictions and limitation of duration and remedy of any such warranty. You also will have an extended warranty or service contract if you arranged for one with this Lease.

YOU UNDERSTAND THAT LESSOR IS NOT OFFERING ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE VEHICLE. In particular, LESSOR MAKES NO IMPLIED WARRANTY OF MERCHANTABILITY AND THERE IS NO WARRANTY THAT THE VEHICLE WILL BE FIT FOR A PARTICULAR PURPOSE.

**10. FINES, LIENS, AND ENCUMBRANCES.** You agree to keep the vehicle free of all fines, liens and encumbrances. If you do not promptly pay any fines or remove any liens or encumbrances, lessor may do so. You will owe Lessor any amounts Lessor pays to do so.

**11. SCHEDULED TERMINATION/RETURN OF VEHICLE.** You agree to return the vehicle at the end of the lease to the Lessor's address shown on this lease or to any reasonable address Lessor gives you. If you return the vehicle at the scheduled end of the lease and if you have not broken any of your agreements in the lease, the only amounts you will owe Lessor will be the cost of any repairs needed because of excessive wear and use. "Excessive wear and use" includes, among other things, damaged glass, body, fenders, metal work, lights, trim or paint; missing equipment that was in the vehicle when delivered; missing wheel covers, jack or wheel wrench, missing or unsafe wheels or tires; torn, damaged, or stained dash, floor covers, seats, or upholstery, any mechanical damage

or other condition that causes the vehicle to operate in a noisy, rough, improper, unsafe, or unlawful manner, and any other damage whether or not covered by insurance. You agree to pay the cost of all repairs needed because of excessive wear and use to put the vehicle in good working condition.

The vehicle shall be thoroughly cleaned for the return or the Lessor may hire a cleaning service and bill the Lessee for the cost. We suggest that the Lessee hire an Auto Detailing Service to detail the exterior and interior of the vehicle just prior to turn-in. These services have the proper cleaning agents and techniques to properly clean the upholstery, carpets, headliner, seat belts, etc...

**12. LOSS OR DESTRUCTION OF THE VEHICLE.** If the vehicle is lost, stolen, destroyed, or determined by Lessor to be unsuitable for use, it is your responsibility. One of the following will happen: This lease will terminate early. If you and Lessor agree in writing, you may continue this Lease with a substitute vehicle. Any insurance settlement will be applied to the purchase of the substitute vehicle.

**13. SECURITY DEPOSIT.** None required

**14. INSPECTION.** You agree to allow lessor to inspect the vehicle at any reasonable time and place.

**15. DELIVERY RECEIPT.** By signing this Lease, you agree that (1) you received and examined the vehicle described in this Lease. (2) The vehicle is as described in this Lease, and (3) the vehicle is in good operating order and condition.

DELIVERY DATE \_\_\_\_\_

\_\_\_\_\_  
(Lessee Signature)

\_\_\_\_\_  
(Co-Lessee Signature)

\_\_\_\_\_  
(Lessor Signature)

MILEAGE OUT: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_

MILEAGE AT RETURN \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_