



Living Stream Ministry

Registration Section (Phone) 714-236-8456
PO Box 2121 (Fax) 714-236-6005
Anaheim, CA 92814 (Email) register@lsm.org

Live Training Information Sheet Semiannual Training, December 2022

I. General information:

- A. Place: Ministry Conference Center; Living Stream Ministry Campus
2431 W. La Palma Avenue, Anaheim, California 92801
- B. Dates: Monday, December 26, 2022 4:00pm—Saturday, December 31, 2022, 9:30pm
- C. Registration donation: There is a registration donation of \$200.00 USD per trainee for both domestic and international trainees. Training donations are non-refundable.
- D. The cost of the outline for the live training is \$5.00 USD.

II. Registration due date:

All items required for registration must be turned in to the Living Stream Ministry Registration Section on or before **November 1, 2022**. All requested information on the forms must be provided. If partial registration is received, your registration will be considered incomplete and you will not be registered until we receive all the required items and information.

There will be no allowance for registration after the November 1 due date. Any registration received after the November 1 registration due date will not be accepted. Furthermore, we will not accept any walk-up registrations or substitutions on or after the first day of the semi-annual training.

Registration changes, such as substitutions or additions as shared seats, can be made up to two weeks before the start date of the semiannual training. After this time, no changes will be allowed.

Please take note of the training registration due date and plan accordingly when making announcements to the saints, so that you will be able to send in your locality's registration information in enough time to be received by the LSM Registration Section on or before the due date.

III. Registration information:

- A. Please use the LSM online registration system at www.lsmregistration.com to register. If a computer is not available, please complete and return the enclosed forms by November 1, 2022. Mail, fax, or email the forms early to ensure that they are received by the due date.
- B. The registration donations (\$200.00 USD per trainee) should be sent in by November 1, 2022.
- C. The outline payments for live trainees (\$5.00 USD per trainee) should also be sent in by November 1, 2022. Please note that only one outline is provided per seat in the live training, including shared seats. Saints who need an additional outline may purchase one in the LSM Bookstore immediately following the first meeting of the live training.
- D. Saints should register through the locality in which they currently meet. Do not register saints from other localities.
- E. All those who participate in the semiannual trainings must now be 18 years old and over, without exception. This would apply to registrants for the live trainings in Anaheim and for all the video trainings worldwide, so that there would be one regulation for all without partiality to any.

Since we cannot accept any young person under 18 years of age, we would ask the training coordinators not to register any saint for the semiannual training who is under 18, and who will not turn 18 before the start of the training. If you are uncertain regarding the exact age of a saint attempting to register for the live training from your locality, we would ask that you verify their age before completing their registration. Any trainee who is found to be under 18 years of age will be immediately dismissed from the training. This policy also applies when conducting the video training in your locality.

F. The nearby churches have a seating quota. If registration exceeds seating capacity, the nearby churches will be subjected to seating quotas.

G. Hospitality:

1. There is a hospitality quota for those registering from the churches in the USA, Canada, and Mexico. This quota corresponds with the number of hospitality spaces your locality may occupy during this training. Borrowed spaces for hospitality will not be accepted.
2. No additional hospitality spaces will be given above the number of your quota.
3. Hospitality will be provided for domestic and international trainees who are 25 years of age and under. Please do not request hospitality for trainees over 25 years of age.
4. As a precaution, proof of full vaccination for COVID-19 will be required for all those requesting hospitality.
5. Do not request hospitality for any trainee who needs special care (including diet or special health needs).
6. Do not request hospitality for children.
7. Keep the host updated on any hospitality changes.
8. Do not attempt to switch hospitality assignments.
9. Do not lend nor borrow hospitality spaces to or from other localities.
10. If, due to a cancellation, a hospitality substitution becomes necessary, be sure it is brother for brother, or sister for sister. The substitute should know whom he/she is replacing. Be sure to notify the host directly of a substitute or cancellation and how this will affect car availability. It is best not to substitute for couples.
11. In making arrangements for air travel to Los Angeles Airport (LAX) or the Orange County Airport (SNA) please plan your arrival during daylight hours.

H. Those who need translation will need to download an app called “Listen Everywhere.” You can download the app to either an Android phone or an iPhone. After installing the app, saints will need to be inside the LSM Ministry Conference Center in order to connect with the server. When inside the room, connect to the Wi-fi network “Translation” and type in the password: “Translation.” Open the Listen Everywhere app and then select the desired language. Saints should bring their own headphones or earbuds and may also want to bring an external battery pack if they will need to charge their phone.

Those who need translation may also bring their own FM radio, headset, and extra batteries.

I. An induction-loop system is installed in the Ministry Conference Center to assist the saints who are hearing impaired. An induction-loop system eliminates reverberation and background noise, due to the distance it takes for the sound to travel, by delivering sound directly from the source to a listener’s hearing aid.

In order to take advantage of the induction-loop system, saints must have a hearing aid that is equipped with a telecoil. A telecoil, or t-coil, is an option available on many hearing aids. It is a small copper coil that is activated by a t-switch on the hearing aid or cochlear implant. Saints can check the owner’s manual for their particular model of hearing aid to determine whether it has a telecoil. Any saint who is currently using a hearing aid that is not equipped with a telecoil may take advantage of the induction-loop system in the Ministry Conference Center by either purchasing a hearing aid that has a telecoil or purchasing an external

induction-loop receiver with earphones, which operates like an FM radio using the induction-loop technology. If there are any saints from your locality that are hearing impaired and that could benefit from using this induction-loop system during the training messages, please notify the LSM Registration Section at the time of registration so that we can make the necessary seating arrangements.

- J. The December 2022 Semiannual Training is a training, 24 hours a day, for six days. Training coordinators should review the enclosed Semi-annual Training Rules and Regulations sheet and fellowship with the saints from their locality who plan to attend the training, regarding the regulations.

Live Semi-annual Training Regulations

This is a training, 24 hours a day for 6 days.

1. **Meeting schedule:** There will be two meetings daily at 4:00pm and 7:30pm.
2. **Arriving at the LSM Campus:** Come early, come singing, praising, praying, and rejoicing. Be in your seat 5 minutes before meeting times (3:55pm and 7:25pm).
3. **Greeting:** Do all greeting, visiting, and fellowshiping outside the building. To prevent the spread of germs, please avoid shaking hands. Wash or sanitize your hands frequently.
4. **Assigned Seating:** Everyone in this training has an assigned seat and it is against training regulations to offer your seat or name badge to anyone at any time. Please do not sit in any other seat without permission from LSM Registration. If your seat is empty, you will be marked as absent. In the event of an open meeting, you must remain in your assigned seat.
5. **During the meeting:** Exercise to receive the word. No eating or drinking is allowed during the meeting. No talking during the message or testimonies, especially in the back rows.
6. **Leaving your seat:** You may not leave your seat during the training meetings. If you leave your seat for any reason before the training meeting is dismissed, including to use the restroom, your seat number will be recorded.
7. **After the message:** Exercise to practice prophesying—please be brief.
8. **Leaving the meeting area:** When the meeting is dismissed, please exit quickly without talking or standing in the aisles, in front of the doors, or just outside the doors.
9. **Testing:** Prepare yourself by using your notes from the messages, outlines, and text of verses.
10. **Study sessions:** All trainees must study for three hours every morning, preferably in groups of 8-10. Rest time is from 1:30-2:30pm. No phone calls during rest time.
11. **Young people's study time:** Study sessions are mandatory for all English-speaking young people (High School through College Age) attending the training. Daily meetings from 9:00am to 11:45am will be held in the Ministry Conference Center at the LSM campus. The responsible ones for the young people from each locality **must** make sure that their young people get back to their hospitality from 12:00-3:00pm each day. Please do not leave any young people at the LSM campus during this time.
12. **Security:** Trainees, especially the sisters, are advised not to walk alone after dark. It is better to walk in groups of two or more to your destination.
13. **Pictures:** Please do not take pictures during any meeting of the training.
14. **Recording:** Recording of the messages (including video recording) is prohibited during all meetings of the training. This includes live streaming of the messages to the Internet, which will be grounds for dismissal from the training.
15. **Computer notebooks:** Computer notebooks are allowed **only** if your keyboard is a quiet one. If it makes any noise, please do not use your computer. No notes taken by hand or by computer can be circulated. They are to be used only by you for review and study purposes. Please note that there is no provision at the LSM campus for you to plug in your laptop or any other electronic device. Please do not use any of the electrical outlets.
16. **Dress Code:** Concerning the matter of dress, we would ask all the saints to let the peace of Christ arbitrate in your hearts and to consider one another in brotherly love.
17. **Cell phones:** Please turn cell phones off during the training meetings.

Instructions for Completing the Trainee List

Please complete and return the enclosed Trainee List using the following instructions. Please provide all the information requested so that your registration can be completed.

All Churches:

- Name: Last name, First name. (Alphabetize by last name.)
- Bro/Sis: Brother/Sister.
- Age: Write in date of birth for each trainee. (All trainees must be 18 or older.)
- Translation: If translation is needed during the meetings write:
C (Chinese), S (Spanish), J (Japanese), K (Korean), P (Portuguese), R (Russian), etc.

Nearby Churches:

- Seat status: Saints registered through the nearby churches can register to attend the live training full-time, part time, or as sharing a seat. Check the appropriate column for each trainee. Shared seats must be occupied full time. Please use only one line on the trainee list for each shared seat.

Distant Churches:

- Part time registration is not available for distant churches.
- Hospitality Needed: Please mark Y in this column for each trainee who is requesting hospitality.
- Hospitality/Other: Write NO if hospitality is not needed. Leave blank if hospitality is requested.
- Invitation Letter (For churches outside the USA): If an invitation letter from Living Stream Ministry is needed for a trainee to obtain a visa, the training coordinator should contact the LSM Registration Section by email at register@lsm.org.
NEW: Invitation letters to the December 2022 Semiannual Training will be mailed out in two batches. The first batch will be mailed on November 1, 2022 and the second batch will be mailed on December 1, 2022. In order to guarantee that an invitation letter arrives on time, requests must be received before these dates. If a letter is needed earlier, please email the LSM Registration Section at register@lsm.org. Please allow 3-5 days for processing invitation letter requests.

Reminder to return to *Living Stream Ministry* by November 1:

_____ Information Summary	
_____ Trainee List	
_____ Donation(s)	\$_____ (\$200.00 USD per trainee)
_____ Live Training Outline Payment(s)	\$_____ (\$5.00 USD per trainee)



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December 2022 Semiannual Training—Information Summary

(Due November 1)

	Hospitality Quota
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Please make any address corrections directly on label above.

Coordinator for Registration: (Please print) _____
(Name)

(Cell Phone) (Home Phone) (Email address)

I. Total Number of Seats: (Total)

II. Hospitality:

A. Total Hospitality **Offered** (Nearby Churches Only):

Brothers: _____ Sisters: _____ Couples: _____

B. Total Hospitality **Needed** (Distant Churches):

Brothers: _____ Sisters: _____ Couples: _____

_____ Information Summary	
_____ Trainee List	
_____ Donation(s)	\$ _____ (\$200.00 USD per trainee)
_____ Live Training Outline Payment(s)	\$ _____ (\$5.00 USD per trainee)

Semiannual Training, December 2022 — Trainee List

Locality:

Last Name, First Name (Alphabetical)	B/S	DOB	Translation Language C/S/J/K/P/R	Full Time	Shared Seat	Part Time (Nearby churches only)	Hospitality Needed Y/N
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

Video Training Information

Semiannual Training, December 2022

I. General Information:

- A. The semiannual trainings are recorded and made available to churches that apply for a video training.
- B. Localities must have at least four trainees to hold a video training.
- C. Abide by the rules and regulations of the training (see enclosed).
- D. The video training messages will be available by webcast only. DVDs will not be provided for the video training.
- E. There will be one webcast account per registered locality. The login credentials will be sent to the designated training coordinators. **There will no longer be individual login credentials for the registered trainees in each locality.**

II. Registration due date:

- A. **Due date:** The video training registration due date is **November 1, 2022**. All items required for registration must be turned in to the LSM Registration Section on or before the November 1 due date. **Churches that do not submit the initial video training registration information by the November 1 due date will not be allowed to hold a video training.** Registration information includes:
 - 1. Name and email address of the video training coordinator
 - 2. Video training start date
 - 3. Video training end date
 - 4. Number of video training registrants
 - 5. Video training outline order (Including total number of outlines and shipping information)
- B. **Changes after the due date:** Churches that submit their video training information by the November 1 due date are allowed to make the following changes after the due date:
 - 1. Change the name and contact information of the video training coordinator.
 - 2. Change the start and/or end dates of the video training.
 - 3. Add late registrants to their video training until two weeks before the designated video training start date for the locality with no additional charge. Any registration received after that time will incur a late charge of \$25.00 USD in addition to the required video training donation for each trainee.
 - 4. Registration changes can be made online at www.lsmregistration.com or by emailing the LSM Registration Section at register@lsm.org.

III. Registration Information:

- A. **Online Registration:** Living Stream Ministry offers online registration for video trainings. Please see the included *Online Training Registration Information* sheet.
 - 1. Complete online registration by November 1, 2022.
 - 2. Submit video training donations, \$125.00 USD per trainee, by November 1. Video training donations are non-refundable.
 - 3. Video training outlines will be shipped with an invoice that includes shipping charges. Therefore, we ask that video training outline payments not be submitted at the time of registration.
- B. **Registration by email or mail:**
 - 1. Completed registration forms can be sent to the LSM Registration Section by email at register@lsm.org. All registration forms should be emailed in enough time to be received by the LSM Registration Section by November 1, 2022. Registration forms received by email after November 1 will not be accepted.

2. Completed registration forms can be sent to the LSM Registration Section by mail at 2431 W La Palma Ave. Anaheim, CA 92801. All registration forms should be mailed in enough time to be received by the LSM Registration Section by November 1, 2022. Registration forms received by mail after November 1 will not be accepted.
3. Send video training donations, \$125.00 USD per trainee, by November 1, 2022. Video training donations are non-refundable.
4. Video training outlines will be shipped with an invoice that includes shipping charges. Therefore, we ask that video training outline payments not be submitted at the time of registration.

IV. Webcast:

- A. **Accounts:** There will be one webcast account per registered locality. The login credentials will be sent to the designated training coordinators. **There will no longer be individual login credentials for the registered trainees in each locality.** Churches may watch either the live webcast stream or the archive message, but not both. They may arrange the schedule so that they can watch some of the messages live and some by archive as long as all the registered trainees are watching according to the same schedule. There should not be some watching live and some watching the archives.

If you register for your video training online at www.lsmregistration.com, you will create your webcast account in Step 3 of the online video training registration. If you register by email or mail, the LSM Registration Section will create a webcast account for your locality. Once the account has been set up, the church will not be able to enter the site until the account has been approved. Webcast accounts will be activated approximately two weeks before the live training begins. All training registration forms and donations must be received before an account will be activated. LSM will send an email to the training coordinators for each church to notify them that their account has been activated which will include instructions on the use of the video training webcast.

B. Languages:

1. **Live stream:** The live stream will be provided with English, Chinese, Spanish, Korean, Japanese, Portuguese, Russian, and French mono audio tracks and English/Chinese, English/Spanish, English/Korean, English/Japanese, English/Portuguese, English/Russian, and English/French stereo audio tracks.
2. **Archive files:** Archive files will be provided with a choice of all the languages listed above and some additional languages may also be included.

- C. **Availability:** The messages of the training will be available to view both live and by archive. The live meetings are at 4:00pm and 7:30pm PST from December 26, 2022 to December 31, 2022. The archived messages will be available at approximately 9:30pm and 1:00am PST. The messages of the training are available for download on Android devices only.

Instructions for downloading and playing the messages from your Android device are available at the following website: <https://www.training.lsmwebcast.com/webcast-app.html>

- D. **Devices:** In order to view the live and archived webcast messages, your device must meet the following minimum requirements:

Windows:

OS Versions: 7, 8, or 10

Browsers: Chrome, Firefox, Edge

Macs:

OS Versions: 10.12 or later

Browsers: Safari, Chrome, Firefox, Edge

iPhones & iPads:

OS Versions: 11.2.1 or later

Browsers: Safari, Chrome, Firefox, Edge

Android:

OS Versions: 5.0 or later

Browsers: Chrome, Edge

E. **Licenses:** All training messages employ *Digital Rights Management* (DRM). A maximum of three licenses per language will be allowed. The other two licenses can be used as a backup in case a second or third computer/device is needed to replace the first one. Your license count will be appropriately increased according to the number of languages needed.

F. **Study Questions:** Study questions will be available online for each message with the exception of the last two messages. **Outlines will not be available online.**

V. Name tags and training materials:

A. **Name tags:** Name tags are sent out according to donations received. Late video training registrants may be added up to two weeks before your training begins. The additional video training donations should be sent to the *LSM* Registration Section before the start of your video training; name tags will then be either mailed or given to someone attending the live training from your locality. There is one tag per seat; for shared seats, type both names on the tag.

B. **Outlines:** Training outlines are mandatory for each trainee. **PDFs of the training outlines will not be available online.** Training outlines are mailed out beforehand so they are received by your training dates. The *LSM* Book Section ships the video training outlines by the most economical method that also ensures that the outlines arrive on time, the primary method being FedEx (FedEx Ground when applicable). Any special shipping charges will be added to your bill for the video training outlines. Please contact the *LSM* Registration Section at the time of your video training registration if you would like the outlines to be shipped by a different method; however, *LSM* cannot be responsible if the outlines do not arrive on time.

Furthermore, the *LSM* Book Section begins shipping video training outlines two weeks prior to the start date of the live training. After this, any additional outline requests should be made directly through the *LSM* Book Section and will be considered irregular orders. The *LSM* Book Section cannot guarantee that irregular orders will arrive on time for your video training. Please try to submit all outline requests on time to avoid extra shipping charges and to guarantee that you have all the necessary materials for the start of your video training.

C. **Control Sheets:** Please find the enclosed Video Training Control Sheets helpful in your preparation for the video training registration. (The Control Sheets are for church use only; please do not return to Living Stream Ministry.)

D. **Video Training Questionnaire:** Please send the completed Video Training Questionnaire to the *LSM* Registration Section within two weeks of completing your video training.

VI. Viewing the training messages:

A. **In person:** If government restrictions in your area clearly allow you to gather in groups, the video training may be held in person.

B. **Corporately via Zoom or similar platform:**

1. Each locality has the option to carry out the video training corporately via Zoom or similar conferencing platform.
2. A corporate video training should be conducted as Zoom sessions by language for each meeting in which you gather the saints to sing and pray, conduct the test, watch the message together, and prophesy.

3. LSM will provide the training coordinators a training webcast account from which they can access the video training messages to stream during the Zoom sessions. With this account the training coordinators will also be able to access the study questions. Outlines will no longer be available on the training webcast site.
4. The saint administrating the Zoom sessions can stream the message from the training webcast site through their computer, using the share screen function, to the rest of the registered saints in the Zoom session.
5. All audio languages will be available via a drop down menu on the training webcast account, and if the registered trainees need to meet together according to language groups, LSM will increase your license count to handle the additional language meetings.
6. The training coordinators will need to exercise much care that the Zoom meeting ID is not used by saints who are not registered for the video training.

VII. Attendance:

- A. If you are conducting the video training in person, please take attendance at the beginning of each meeting.
- B. If you are conducting your training via Zoom or similar platform, you are responsible to take attendance using the Zoom “Participants” window or by following up with the saints individually. If individually registered localities arrange to view the video training messages together, the training coordinator for each locality is responsible to take attendance for the saints in their locality.
- C. Attendance should be recorded as accurately as possible on the Video Questionnaire and submitted to the LSM Registration Section within two weeks of completing your video training.

VIII. Study Sessions and Testing:

- A. Group study sessions and testing will be a mandatory requirement for those participating in the video training.
- B. Groups are to be assigned by the local elders/leading ones. Groups of 8-10 are optimal.
- C. Group study sessions can be conducted online by video conferencing software (such as Skype or Zoom).
- D. There should be a testing of Messages 1-10. All registered saints, whether participating full-time or part-time should participate in the tests.
- E. Testing should be carried out corporately, either in person or over Zoom or similar platform. The leading brothers should oversee the tests.
- F. The testing is an important part of the video training. Therefore it is important for the trainees to participate in a study time. Those taking the lead need to carry out the testing in a way that encourages the trainees both to study and to prepare to be tested on every message they attend. Those who are unable to join the study sessions arranged by the responsible brothers in the locality may still register for the training as either full or part-time status, and the responsible ones should encourage them to study for at least an hour, if possible, and preferably with others when they can.



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Video Training Registration—Semiannual Training, December 2022 (Due November 1)

Please make any address corrections directly on the label above.

Training Registration Coordinator: (please print) _____
(Name)

(Home Phone) (Cell Phone) (Work Phone) (Email address)

Number of registered seats..... _____

Video training dates: from _____ to _____

REMARKS: _____

Reminder to return to *Living Stream Ministry* by **November 1**:

- _____ Video Training Registration Form
- _____ Video Training Media Information Form
- _____ Printed Material Order Form
- _____ Donations (\$125.00 USD per trainee)

For office use only:

Ck # _____	Ck Date _____	Ck Amt _____	\$ Applied _____
Ck # _____	Ck Date _____	Ck Amt _____	\$ Applied _____
Ck # _____	Ck Date _____	Ck Amt _____	\$ Applied _____



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Video Training Printed Material Order Form

(Due November 1)

Locality _____

Number of outlines:

English _____

Chinese (Traditional) _____

Chinese (Simplified) _____

French _____

Spanish _____

Korean _____

Portuguese _____

Russian _____

Start date of your video training: _____

Note: *The training outlines are mandatory for the video training. The Ministry of the Word, if used, should be used as a supplement.*

Mailing address for training outlines (please use street address whenever possible):

Email address: _____ Phone: _____

Printed Name: _____ Signature: _____

Send printed materials via (please check one):

Airmail Ground shipping (US churches only) MCC Registration Section pick-up

Please note: We make every attempt to ship the video training outlines so they are received before the start date of your video training. In order to do so, outlines are shipped by the most economical method, the primary method being FedEx (FedEx Ground when applicable). Any "special" shipping charges will be added to your bill for the training outlines.

LSM Book Section

Video Training Control Sheet

Locality _____ Training Dates _____ Prepared By _____

	Name <i>Last, First</i>	B/S	Age	Language <i>C/S/K/P/F/R/ Other</i>	Seat Status <i>Full-Time, Shared, Part- Time</i>	Donation Received <i>Y/N</i>	Meetings Attended (Record Message Number)	Seat Number
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								

(For church use only. Do not return to *Living Stream Ministry*.)



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Video Training Regulations

I. Registrants must be at least 18 years old at the start of the video training.

II. Video training donation:

- A. The video training donation is \$125.00 USD for full-time or part-time registration.
- B. Those sharing a seat count as one person and give one donation of \$125.00 USD.
- C. Those who attend the live training may attend that same local video training without an additional donation.

III. Video training participation:

- A. Trainees may register for the video training full-time, part-time, or they may register for a shared seat in the video training.
- B. Trainees must attend all sessions for which they are registered.
- C. Shared seats must be occupied full time.
- D. Those attending part-time should sign up in advance for the sessions they will attend; they may attend other sessions also when they are free.
- E. Only those registered or who attended the live training may attend.

IV. Conducting the video training sessions:

- A. Trainees should be in assigned seats five minutes before starting time.
- B. No admission to any session without a name tag.
- C. No unexcused absences; no more than two excused absences.
- D. Testing and sharing on each message. No more than three failures in testing.
- E. Permission is needed for leaving any session early.

V. Video training materials:

- A. Training outlines are mandatory for each trainee.
- B. All materials from this training, in both print and electronic formats, including outlines, audio materials, and video materials, must be obtained directly from Living Stream Ministry.
- C. We would ask the saints not to create copies of the training materials in any format without written permission from Living Stream Ministry, or to accept copies that have been produced illegally. This applies to illegal copies for so-called “personal use.”



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Video Training Questionnaire—December 2022 Semiannual Training

Church in _____

The following report must be completed for all localities where a video training was held. If you joined another locality that registered separately for the video training, please complete the accounting questions and attendance for your locality only. If other localities registered through your locality, please include them in your responses. Please return this questionnaire within two weeks of completing your video training.

Accounting:

1. Final number (seats) registered from your locality
2. Final number of donations paid to LSM for your locality
3. Final number of late registrants* from your locality.....
4. Final number of late charges paid to LSM for your locality.....
5. Total donation and late charge amount paid to LSM\$

Statistics:

- Date Started
- Date Finished
- If these dates differ from the dates submitted upon registration please give reason: _____
- Were trainees tested? Yes No
- Were absences limited to two? Yes No

*A trainee is considered late if their registration is submitted within two weeks of the start date of your video training.

(Complete attendance record on reverse side.)

Attendance record for the video training in _____
(locality)

Total number seats:.....

<u>Message</u>	<u>Date Shown</u>	<u>Number Absent*</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

* A trainee is absent if he/she signed up to watch a particular session and did not do so.

Comments (if any): _____

Signed _____ Date _____

Please print name: _____