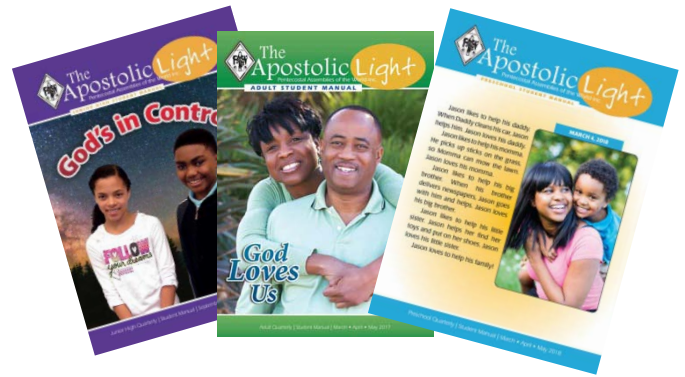


**Apostolic Light Sunday School  
Cover Requirements**  
Please submit to [storemgr@pawinc.org](mailto:storemgr@pawinc.org)



**Eligibility Requirements - Please note this offer is only available to church accounts.**

1. Must have been a standing order customer or ordered online for at least one year.
2. Account balance must be current and in good standing.
3. Adult Manuals must be a picture of the pastor and pastor's wife of the church.
4. When you submit your request, we will need the Church Name, Address, City & State, name of pastors and contact person, and contact person's email.

**Process after receiving requests**

1. Eligibility requirements must be verified.
2. Department of Publications will confirm with the contact person and give picture submission instructions. (See Picture Specifications)
3. Department will confirm either pictures are ready for use or communicate any issues.
4. In general, the church will be featured in the order that the submission was received.
5. Contact person will receive communication prior to the quarter your church will be featured on the Apostolic Light Sunday school materials.

**Picture Specifications**

1. Each picture should include the following labeling information:
  - a. your assigned picture ID#
  - b. age group/class
  - c. individual(s) picture first & last name(s)

**Example #1, PreSchool, Mary Sanford**
2. File format: jpeg
3. Picture Resolution: 300 pixels or more
4. Can have up to 1-3 individuals pictured in either standing, sitting, or in an activity.
5. At least one individual should reflect class age.

**Picture Submission Options**

1. **Email** - [storemgr@pawinc.org](mailto:storemgr@pawinc.org) (maximum of 2 pictures per email)
2. **Mail** - either hard copies (label requirements on back of picture) or a USB flash drive to:

Attn: Mary Sanford  
Sunday School Cover Feature  
3939 Meadows Drive  
Indianapolis, IN 46205