

RECORD OF SUBSCRIPTION - INSTRUCTIONS

NOTE: To ensure the Global Health Initiative office properly acknowledges donors from your congregation to **Imagine No Malaria** and that eligible donors receive appropriate recognition for their gifts, it is highly recommended that gifts and pledges are submitted according to methods outlined below.

Preferred Method

1. Open all envelopes and match the amount enclosed with the gift information provided on the envelope. Correct any discrepancies.
2. For the congregation's information and that of the Global Health Initiative, record all donor gift information as shown in the sample.
3. Record the totals in the "Gift Amount" column and "Cash Received" column.
4. Write one check to: **UMC-Imagine No Malaria** to cover all loose cash received. The check total must equal the amount recorded as the total in the "Cash Received" column.

CONGREGATION RECORD OF CONTRIBUTION Please Print or Type				
				REPORT # _____
				PAGE _____ OF _____
Congregation Name <u>Anywhere United Methodist Church</u>		Conference <u>Southwest Texas Annual Conference</u>		
Prepared By <u>John Rogers</u>		Date Prepared <u>September 25, 2009</u>		
Daytime Phone <u>(123) 456-7890</u>		Fax <u>(876) 543-2109</u>		E-mail <u>jrogers@sumc.org</u>
A	B	C	D	E
DONOR INFORMATION NAME, ADDRESS, CITY, STATE, ZIP CODE	TOTAL GIFT/ PLEDGE (\$)	PAYMENT (\$)	PAYMENT SCHEDULE	SPECIAL INSTRUCTIONS
<input checked="" type="checkbox"/> Home <input type="checkbox"/> Billing <input type="checkbox"/> Other Mr. Phil Anthropy 1234 Main Street Anywhere, TX 12345 <small>Name as received should appear on campaign recognition material, if different than above.</small> Mr. Phil Anthropy	\$100	\$100	<input checked="" type="checkbox"/> One-Time Gift _____ Year Pledge (3-5) Remitted: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Anonymous
<input checked="" type="checkbox"/> Home <input type="checkbox"/> Billing <input type="checkbox"/> Other Mrs. Susan Jones 5678 8 th Ave Anywhere, TX 12345 <small>Name as received should appear on campaign recognition material, if different than above.</small> NA	\$1,000	\$100	<input type="checkbox"/> One-Time Gift _____ 5 Year Pledge (3-5) Remitted: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Anonymous
<input type="checkbox"/> Home <input checked="" type="checkbox"/> Billing <input type="checkbox"/> Other Anywhere UMC 9876 Main Street Anywhere, TX 12345 <small>Name as received should appear on campaign recognition material, if different than above.</small> Anywhere United Methodist Church	\$2,000	\$2,000	<input type="checkbox"/> One-Time Gift _____ Year Pledge (3-5) Remitted: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Anonymous

5. Return the opened gift envelopes, a copy of the record of contribution and the check to cover the amount raised in cash to:

UMC – Imagine No Malaria
P.O. Box 440544
Nashville, TN 37244.

6. The pastor will receive an acknowledgement verifying the amount received.

When possible, the Preferred Method of submitting gifts is highly recommended as it is the best way to ensure that the campaign receives accurate donor information. Handwritten names and addresses that are easily recognized within the congregation may not be readable at the Global Health Initiative office. For those who are unable to use the Preferred Method of submitting gifts or pledges, please use the Alternate Method on the back of this sheet.

Alternate Method

1. Open all envelopes and match the amount enclosed with the gift information provided on the envelope. Correct any discrepancies.
2. Clarify on the envelope any names and addresses that may be difficult to read or are incomplete.
3. Write one check payable to **UMC – Imagine No Malaria** to cover all loose cash received.
4. Return all gift envelopes along with the check to cover the amount raised in cash to:

UMC – Imagine No Malaria
P.O. Box 440544
Nashville, TN 37244.

Additional Note

For donors making pledged gifts, payment reminders will be sent directly to the donor from the Global Health Initiative office in Nashville, Tennessee.

Please direct any questions to:

Global Health Initiative
810 12th Ave. South
P.O. Box 320
Nashville, TN 37202
Toll-free telephone: (866) 521-1179
Fax: (615) 742-5499
www.umc.org/ImagineNoMalaria

About the Global Health Initiative

As a focus area for The United Methodist Church, the Global Health Initiative aims to combat diseases of poverty such as malaria, HIV/AIDS and tuberculosis, as well as to create conditions or better health for people worldwide through partnerships, awareness, giving, health-education infrastructure and advocacy. Imagine No Malaria is a program of the Global Health Initiative.