

## **Instructions for completing the Indiana Conference, United Women in Faith Remittance Form**

### **For local treasurers:**

Submit the completed remittance form with your check to your district treasurer.

### **For district treasurers:**

Complete the completed remittance form summarizing information from all of the local treasurers in your district. Submit the completed form to your conference treasurer. Each remittance form is to be mailed with a check to your conference treasurer.

### **How to Complete the Remittance Form**

MISSION GIVING—Five Channels of Giving:

1. Pledge to Mission: This includes Pledge to Mission and supplementary gifts collected on special occasions.
2. Special Mission Recognition: Include all orders from local treasurer order forms. This form may be sent on its own or attached to the remittance form. On the form, indicate the amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order.
3. Gift to Mission: Insert total from Gift to Mission order forms. Local units can order cards from their district treasurer. District treasurers can keep a supply on hand for a speedy reply to requests.
4. Gift in Memory.
5. World Thank Offering: World Thank Offering packets are available from the Mission Resource Center (#5712, free). The annual program book includes a World Thank Offering service and is available for free online.

DESIGNATED GIFTS:

6. A Call to Prayer and Self-Denial. Resources are available from the Mission Resource Center. The annual program book includes a special service.
7. Designated Gifts: A Brighter Future for Children and Youth; Assembly Offering; Scarritt-Bennett Center; Targeted Giving Climate Justice and Racial Justice, World Communion Scholarships; national, international and UMCOR projects—please provide the names and addresses and amounts of specific projects. The 2023 Designated and Supplementary Projects PDF document has been provided to give you the updated listing of projects and code numbers.
8. Bequest—please attach a copy of the will or excerpt of the will.
9. Other Designated Gifts. Please provide specific information of how the gift is to be used.

## CONFERENCE MISSIONS:

Lucille Raines Residence: Total giving to support the Lucille Raines Residence. 2024 suggested giving is \$12 per member.

Raines Special: Occasional above and beyond needs are requested by the Residence. Include the reason for special giving and contact information for the individual/group making the gift.

Mission u: Total giving to support the annual Mission u educational event. 2024 suggested giving is \$2 per member.

Youth and Young Adult Service Scholarships: Total giving to support scholarships awarded annually to groups and individuals ages 13-25. 2024 suggested giving is \$1 per member.

Special Outreach: Please check with the conference treasurer if you think you have items that fall under this category.

TOTAL REMITTANCE: Fill in check number.

Local treasurers:

Write a check in the amount shown on the “total remittance” line made payable to the district and send to the district treasurer. Keep a copy of the form for your records. Always put your name and contact information in the spaces provided.

District treasurers:

Write a check in the amount shown on the “total remittance” line made payable to the conference and send to the conference treasurer. Keep a copy of the form for your records. Always put your name and contact information in the spaces provided.