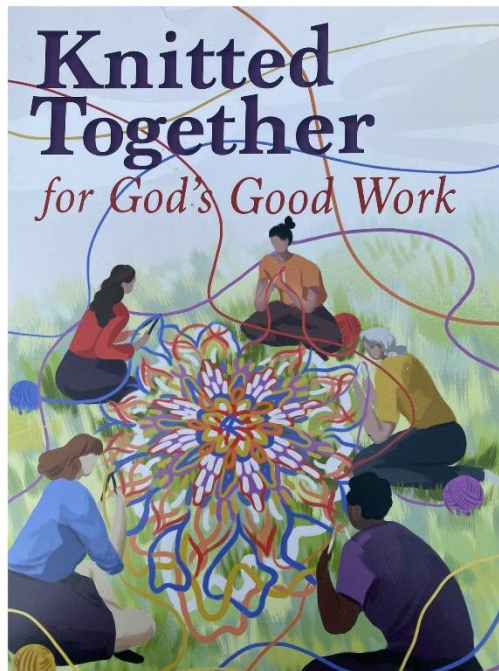


North Georgia Conference United Methodist Women

Unit Treasurer Manual 2021



North Georgia Conference United Methodist Women

"You are the body of Christ and parts of each other."
1 Corinthians 12:27 (CEB)



United
Methodist
Women

FAITH • HOPE • LOVE IN ACTION

NORTH GEORGIA CONFERENCE United Methodist Women

Unit Treasurer Manual 2021

Your District Treasurer is:



United
Methodist
Women

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Local Treasurer

The local treasurer holds many of the responsibilities of the realities of the financial landscape. The local unit treasurer handles all the funds and keeps books of the local group. There should only be one unit treasurer, not one per circle.

Duties of the Local Unit Treasurer

1. Open a checking account in the name of your unit's United Methodist Women. The president of the unit and the treasurer are the signers on the account. The bank will ask for a tax ID number to open a new account. This is held by your United Methodist Women district treasurer. Please contact her for the documentation and the appropriate number. Do NOT use your church's tax ID number.
2. Do NOT deposit United Methodist Women funds in a personal account or a local church account. Keep all United Methodist Women funds separate from personal and church funds.
3. Keep a file of all signed pledge cards until the next pledge service and a record of each contribution received at meetings and other occasions.
4. Record pledges, offerings and other income in a ledger book or computer program such as Excel or Quickbooks. Deposit the money in the group's bank account as soon as possible.
5. Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in the cashbook or in the computer records. The president or secretary should sign or initial invoices to be paid or vouchers associated with each check.
6. Balance the books and reconcile the bank statement monthly. Send reconciled bank statement to the president monthly.
7. Be prompt in sending remittances approved by the local group to the district treasurer. If gifts are designated, indicate the designation in the proper space on the remittance form. Never change designations without consulting with the donor.
8. Consult the previous local treasurer or the district treasurer for any questions or help needed.

9. At the end of each year, create a giving statement for each member who has given \$250 or more. It should contain the name, address of the donor and a statement: "No goods or services were received in exchange for this donation."
10. Arrange for the year-end audit/review. A full-scale audit may not be warranted if your unit is medium to small. If this is the case we recommend a financial review. The audit may be performed by the treasurer of another local unit or organization or by a committee in the local organization formed for the purpose of this financial review. This may not be the finance committee. Ask the auditor/reviewers to send the audit report directly to the United Methodist Women district treasurer.
11. Assist the local unit leadership team in promoting contributions with emphasis on the importance of Mission Giving.
12. Serve as the chair of the committee on finance where one exists, if there is no separate committee, chairs the leadership team when dealing with matters relating to finance.
13. Serve on other local UMW committees when dealing with financial matters.
14. Recommend the amount to be pledged for mission by the local unit.
15. Prepare a proposed budget for consideration by the local unit leadership team and submit it to the local unit organization for adoption.
16. Establish a relationship with the district treasurer.

Unit Budget

The local budget consists of three main categories: Pledge to Mission, Administration and Membership Development (A&MD), and mission locally. There is no "right" proportion of the budget for each of the three categories. Traditionally, 60 percent of the budget is for the Pledge to Mission. Some find this percentage too small, while others find it too large. The final decision rests with the local group itself.

Pledge to Mission

The Pledge to Mission is the total amount that the group expects to send on to the district treasurer. When making its Pledge to Mission, a local group should consider all sources of funds available to it, including pledges of members, gifts and offerings, and money from fundraising events. Mission Giving from Special Mission Recognitions, Gifts to Mission, Gifts in Memory and the World Thank Offering may or may not be itemized in the budget, according to the practice of the local unit. (Budgeted or not, all amounts from these four channels of Mission Giving are also sent to the District Treasurer.)

Administration and Membership Development

Administration and Membership Development funds enrich the educational experiences and leadership capabilities of local members and are necessary for the organization's functioning. Appropriate expenditures include dependent care

for meetings, postage and printing, program materials, program expenses, attendance at Mission U and other conference and district meetings, ecumenical mission programs, and other items relating to United Methodist Women.

Mission Locally

This budget category enables the local group to be in mission in its own area. Items such as contributions to local mission programs are appropriate. Items that are the responsibility of the total church are not appropriate, such as the church budget or building fund, parsonage upkeep, or groups, such as Boy Scouts, Girl Scouts, and the United Fund, which have communitywide sources of support. Where custom and tradition have included inappropriate items under mission locally, careful interpretation will help United Methodist Women members prepare budgets that more closely reflect the PURPOSE of the organization. The budget of United Methodist Women must support mission programs and projects that depend on the organization for basic support.

Note:

- Offerings sponsored by Church Women United, such as the Fellowship of the Least Coin, should be sent directly to that organization.
- Supplementary giving gifts that are to be sent through United Methodist Women channels (such as A Call to Prayer and Self-Denial offering) are generally not budgeted by the local group but are sent to the district treasurer as they are given, itemized on the treasurer's remittance form.

Emptying the Treasury at the End of the Year

The monies given for United Methodist Women are given for mission. However, a local group may discover, toward the end of a given year, that it has more money than it needs to carry it into the first few months of the new year. This may have happened because:

- The budgeted amount for the Pledge to Mission was too low.
- Sources of income were underestimated.
- Income from a fundraising event may not have been budgeted.

A local group should keep in its treasury only the minimum amount necessary to carry it into the first few months of the next year, until members' Mission Giving pledges and gifts begin coming in. The committee on finance recommends how to use these extra funds. The committee could choose one of the following options:

1. Send the extra funds as additional mission funds (added to your Pledge to Mission).
2. Present one or more Special Mission Recognitions or Gifts to Mission to members or friends of the unit.
3. Make a supplementary gift to "A Brighter Future for Children and Youth," a mission program that receives United Methodist Women National Office funding.

Funds given in these ways to “empty the treasury” should be sent to the district treasurer. The act of emptying the treasury is important because the funds were given to be used for mission, not to build up a bank account for the unit. Saving for a rainy day is not good stewardship since today is a rainy day for thousands of women, children and youth for whom our mission money offers hope.

Note:

While not the official policy of United Methodist Women, the North Georgia Conference Treasurer understands that units may need to maintain a minimum balance in their bank accounts to avoid bank charges. This may mean that units maintain a higher than recommended balance. The North Georgia Conference Treasurer would rather see a higher bank balance than see mission money being used for bank fees.

Annual Audit

Like each local church, each group of United Methodist Women should have an audit or financial review each year. Many groups regularly have their own audit separate from that of their local church. This is the best practice since local church and United Methodist Women funds should be kept separate. The local organization may submit its records for the church audit but is not required to do so. Some local units may be using the tax ID number of their local church, which is not recommended. If this is the case, your unit will have to be part of the local church audit. Each local United Methodist Women unit will make that decision. If a local unit is using the tax ID and documentation of the conference United Methodist Women organization, you may decide not to participate in the local church audit.

A full-scale audit may not be warranted if your unit is medium to small. If this is the case we recommend a financial review.

Mission Giving

Mission Giving provides funds to which all mission programs have access and equalizes the financial burden for local areas, no matter how many mission projects are in that vicinity. Mission Giving makes it possible for new, experimental areas of mission to be explored and to respond to emergencies. Mission Giving creates an approach to mission education that emphasizes the entire mission program and uses specific projects simply as illustrations. Mission Giving means that every child in every mission institution has care and attention rather than individual children being singled out for sponsorship by a donor.

Mission Giving supports conference and district events for United Methodist Women such as retreats, days apart, Mission u, annual meetings and officer training events. Mission Giving helps United Methodist Women continue to be a strong organization, advocating for and serving the needs of women, children and youth. Mission Giving funds are the source of the budget. This chapter will help you understand how to process the mission giving and distribute it to the District Treasurer.

Quarterly Remittances

Local Units send their Mission Giving to the District Treasurer each quarter. The remittance form, along with other special order forms, can be found on the North Georgia United Methodist Women's website at <http://www.ngumw.org/formslocal> and at the end of this manual. The quarters are set as follows:

- | | |
|------------------|--------------------|
| ❖ First Quarter | January - March |
| ❖ Second Quarter | April - June |
| ❖ Third Quarter | July - September |
| ❖ Fourth Quarter | October – December |

Channels of Giving

Channel 1a - Pledge to Mission

Pledge to Mission is the largest channel of Mission Giving and the foundation for the mission work of United Methodist Women. Pledges to Mission come from members of local units. Each unit generally completes a pledge card to turn in at the district annual meeting. The pledge is listed in section 1a. "Unit Pledge to Mission."

MISSION GIVING		TOTAL
1. Pledge to Mission		
	a. Unit Pledge to Mission	-
	b. Baby Certificates (Attach Order Form) (\$10 each)	-
	c. Memorials (Card mailed from NGUMW, Memorial listed in Directory, Attach Order) (\$50 min per card)	-
	d. Candle Burning / Minute Woman (Attach Order Form) (\$40 per minute)	-

Channel 1b - Baby Certificates

Any unit or individual can honor a new birth in their church, family or friends with a gift of \$10.00 to mission. The individual requesting the baby certificate will turn in a Baby Certificate Form and payment matching their choices to the Local Unit Treasurer. The Local Unit Treasurer will forward the completed form with the unit's remittance and report the money in the Channel One Pledge to Mission giving under, "b. Baby Certificates" section of the remittance form. With each \$10.00 gift to missions, they receive a certificate and ribbon from the District Treasurer to honor the new birth.

Baby Certificate with Ribbon (\$10.00 each)	
In Honor of:	Amount: \$ -

Channel 1c - \$50 Memorial Gifts

Any unit or individual can memorialize an individual deceased in their church, family or friends with a Gift to Mission. For just \$50.00 they can have a Memorial Card sent to the family from the North Georgia Conference United Methodist Women acknowledging the gift. The memorialized person's name is printed in the North Georgia Conference United Methodist Women Annual Program and Directory. Memorial cards are distributed by the District Treasurer.

The individual requesting the memorial card will turn in a memorial form and payment matching their choices to the Local Unit Treasurer. The Local Unit Treasurer will forward the completed form with the unit's remittance. The money will be listed in the Channel One Pledge to Mission giving under, "a. Memorials" section of the remittance form.

Memorials (\$50 minimum per card)

Amount: \$ -

In Memory Of:

Send Card to:

Given By:

Channel 1d – Candle Burning/Minute Woman

This is the amount that each local UMW giving in Candle Burning. They generally send it in quarterly using the Remittance Form. Candle Burning can be given in three ways:

- Minute Woman - An individual member gives \$40 to Candle Burning above her personal pledge.
- In Honor - An individual member or local UMW gives to Candle Burning above their pledge in honor of an individual. (\$10.00 minimum per name)
- In Memory - An individual member or local UMW gives to Candle Burning above their pledge in memory of a deceased individual. (\$10.00 minimum per name)

The individual member or unit will complete a “Candle Burning / Minute Woman” form and give it to the Local Treasurer. The money will be listed in the Channel One Mission Giving under, “d. Candle Burning” section of the remittance form.

Note: Any individual that gives a total of \$40 or more to one of these categories is a Minute Woman and will receive a certificate and Minute Woman Pin.

Given By:

Amount: \$ -

Honor or Memory (optional, min. \$10 each)

H / M

Send Card to:

Channel Two - Special Mission Recognition Pin

Special Mission Recognition Pins are given to honor those working in mission. An individual, circle or unit may give the pins to honor one whose work in mission is exceptional. There are several pins options, each representing levels of giving for mission. Each pin comes with a certificate bearing the name of the recipient and the donor and is signed by the United Methodist Women General Secretary. The pins are in increments of \$40, 60, 100, 250, 500, and 1,000. A unit will order the pin on the SMR Order form.

2. Special Mission Recognition (attach SMR Order Form)	-
--	---

The individual member or unit will complete the Special Mission Recognition Pin Order Form and turn in to the Local Treasurer. The Local Treasurer will send the form with payment to the District Treasurer who will order the pin. The money will be listed in Channel Two giving under, "2. SMR Pin Order" section of the remittance form.

Note: The SMR pin order travels through several people, making the order several weeks past due before the order is even placed. **It is recommended that units place pin orders immediately, not waiting until the next remittance.**

Channel Three - Gift to Mission Cards

A gift to Mission Card is sent to an honoree by an individual or local unit as a notification of a gift to mission made in her or his honor. A wide variety of cards are available and appropriate for all occasions, including birthday, thank you, congratulations, thinking of you, special day, and recognition of mission service.

Units can order cards on the remittance form or on the Gift to Mission Card Order Form. Include the amount of the donation (\$5 minimum per card) and indicate the number of each card requested in the Channel Three Giving under, "Gift to Mission" section of the remittance form. The district treasurer will mail the cards requested to the unit treasurer. Cards may also be acquired at district events.

3. Gift to Mission			
	Cards (\$5 minimum each) Cards Needed: enter #	Congratulations ___ Thank You ___ Peace ___ In Service ___ Special Day	
		Thinking of You ___ Birthday ___ Christmas ___ New Baby	

Channel Four - Gifts in Memory Cards

A Gift in Memory Card remembers the memory of a loved one. Gift in Memory Cards represent a gift to mission through United Methodist Women, making additional mission work possible in the United States and around the world. Gifts can be in any amount but must be at least \$5.00.

Units can have them on hand to use as needed. The money will be listed in the Channel Four Giving under, "Gift in In Memory" section of the remittance form.

4. Gift in Memory (\$5 minimum each), Attach tabs from used cards (Blank Memory Cards needed # _____)	-
---	---

Channel Five - World Thank Offering

World Thank Offering gifts are spontaneous additional gifts given out of gratitude for God's abundance and in celebration of the joys of life. People place these joy offerings in special boxes often known as "Thank Banks" and join them with the offerings of others during the annual World Thank Offering service. This service of thanksgiving is included each year in the United Methodist Women Program Book. The money will be reported in the Channel Five Giving section of the remittance form.

5. World Thank Offering	-
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Award Program

The North Georgia Conference United Methodist Women has developed a program to encourage increased giving to all five channels. It is the responsibility of the treasurer of each unit to let the unit know where they are in meeting the awards. **The award year runs from July 1st to June 31st of each year (3rd Quarter – 2nd Quarter).**

5 Star Award

Any unit that gives to ALL five channels of giving

5 Star Plus Award

Any unit that gives to ALL five channels of giving PLUS gives to Candle Burning

5 Minute Award

Any unit that gives at least the value of five minutes in Candle Burning in addition to their pledge

Designated Gifts

Designated Gifts may be directed to any program or project that receives United Methodist Women funds. This includes nearly 100 National Mission Institutions, projects overseas in more than 110 countries, and special gifts for current United Methodist Women areas of focus such as the fight for economic equality and for maternal and child health. (See project list on the United Methodist Women website.)

A Call to Prayer and Self Denial Offering (Line 6)

A Call to Prayer and Self-Denial is an annual observance that gives local and district groups a chance to study and reflect on a particular theme each year and to designate funds for ministries related to that theme. Each year's theme is available in the UMW Program Book.

Supplementary (Designated) Gifts (Line 7)

A Brighter Future for Children and Youth

Funds support programs that focus on abuse and violence prevention and treatment, serving young people between 5 and 18 years of age.

The Assembly Offering

The Assembly Offering is designated every four years for an emphasis related to the mission of United Methodist Women's Assembly. Additional offering is accepted during Assembly and through the year. The 2018-21 Assembly Offering supports The Legacy Fund.

North Georgia Supplemental Giving Emphasis

Each year, North Georgia Annual Conference United Methodist Women request that each unit give extra designated giving to the four mission institutions that are located in North Georgia. Annually, a supplemental giving form is distributed listing which institution will be emphasized during which quarter. The mission projects are:

Clark Atlanta University, Atlanta
Paine College, Augusta
New Bethlehem Community Center, Augusta
Murphy-Harpst Children's Centers, Cedartown

UMCOR

The United Methodist Committee on Relief is the humanitarian relief and development arm of The United Methodist Church (UMC) operated under the auspices of the General Board of Global Ministries. UMCOR's work can be categorized into three major areas:

- 1) Humanitarian Relief / Disaster Response
- 2) Sustainable Development
- 3) Global Health (in collaboration with Global Ministries)

The Legacy Fund (Line 8)

United Methodist Women celebrated its 150th anniversary by establishing an endowment. The forward-looking permanent endowment will provide a firm foundation for generations of United Methodist Women to come as they engage in mission with the women, children and youth of their day.

The Legacy Fund's income will ensure a regular source of support for the core expenses of being in mission. It will provide for administration of United Methodist Women's grants, scholarships, mission personnel, membership nurture, and leadership development as well as enable the organization to make needed technological updates of its data and communications operating systems.

Δ 1st QTR (Jan - March) DUE March 31 Δ 2nd QTR (April - June) DUE June 30 Δ 3rd QTR (July - Sept) DUE September 30 Δ 4th QT (Oct - Dec) DUE December 31				
<i>Unit Remittances are due to the District Treasurer NO LATER than the date indicated.</i>				
Yearly Awards are based on 3rd Quarter - 2nd Quarter (July - June)				
UNITED METHODIST WOMEN THE REMITTANCE FORM 2021 FOR ALL TREASURERS				
Local Unit:		District:		
Conference: North Georgia		Period From:		To :
MISSION GIVING or The FIVE CHANNELS				
1. Pledge to Mission				
	a. Unit Pledge to Mission			
	b. Baby Certificates (\$10 each)			
	c. Memorials (Card mailed from NGUMW, and memorial listed in Directory) (\$50 min per card)			
	d. Candleburning/Mission Minutes including Minute Woman (\$40 per minute)			
2. Special Mission Recognition				
	a. SMR Pin Order			
3. Gift to Mission				
	Cards (\$5 min ea) Cards Needed: enter #	Congratulations ___ Thank You ___ Peace ___ In Service ___ Special Day ___ Thinking of You ___ Birthday ___ Christmas ___ New Baby		
4. Gift in Memory				
	a. In Memory (\$5 min ea)	Memory Cards needed # _____		
5. World Thank Offering				
	a. World Thank Offering			
SUB-TOTAL MISSION GIFTS (Lines 1 - 5): \$ -				
SUPPLEMENTARY GIFTS				AMOUNT
6. A Call to Prayer and Self-Denial				
7. Supplementary Gifts				
A Brighter Future for Children and Youth				
Assembly Offering (global health and environmental justice issues)				
Murphy-Harpst Children's Centers (1st Qtr 2021) 711265				
New Bethlehem Community Center (2nd Qtr 2021) 711079				
Paine College (3rd Qtr 2021) 711656				
Clark Atlanta University (4th Qtr 2021) 711154				
UMCOR Projects				
National and International Projects not listed				
(Complete the Supplementary Gifts -- Details Form if more space is needed)				
NAME OF PROJECT		Project Number, Notes		
8. Legacy Gifts				
Total from additional page--Supplementary Gifts --Details Form				
SUBTOTAL SUPPLEMENTARY GIFTS (Lines 6 - 8): \$ -				
TOTAL REMITTANCE				TOTAL: \$ -
Treasurer:		Address:		
Phone:		E-mail:		



**North Georgia Conference United Methodist Women
Baby Certificate and \$50 Memorial**

Baby Certificate with Ribbon (\$10.00 each)

Baby Names:

Amount: \$ -

Memorials (\$50 minimum per card)

Amount: \$ -

In Memory Of:

Send Card to:

Given By:

In Memory Of:

Send Card to:

Given By:

In Memory Of:

Send Card to:

Given By:

Treasurer:

Unit:

Address:

City, State, Zip:

Phone:

E-mail:



North Georgia Conference United Methodist Women
Candle Burning / Minute Woman
\$40.00 Per Minute

Given By: Amount: \$ _____ - _____

Honor or Memory (optional, min. \$10 each)

H / M _____

H / M _____

H / M _____

H / M _____

Given By: Amount: \$ _____ - _____

Honor or Memory (optional, min. \$10 each)

H / M _____

H / M _____

H / M _____

H / M _____

Given By: Amount: \$ _____ - _____

Honor or Memory (optional, min. \$10 each)

H / M _____

H / M _____

H / M _____

H / M _____

Given By: Amount: \$ _____ - _____

Honor or Memory (optional, min. \$10 each)

H / M _____

H / M _____

H / M _____

H / M _____

Total Amount Remitted: \$ _____ - _____

Treasurer: _____ | Unit: _____

Address: _____

City, State, Zip: _____

Phone: _____ | E-mail: _____



UNITED METHODIST WOMEN
SPECIAL MISSION RECOGNITION (SMR)
 PIN AND CERTIFICATE ORDER FORM FOR ALL TREASURERS

Local Unit: _____ SMR Order #: _____
 District: _____ Order Date: _____
 Conference: _____ Period From: _____ To: _____

Local: Submit order form with remittance to district treasurer. Leave "Send To" blank if pin ships to treasurer listed at bottom.

District: Consolidate unit and district orders. FORM NOT NEEDED IF SUBMITTED ONLINE. If paper, send consolidated order form with remittance to conference treasurer. Leave "Send To" blank if pin ships to treasurer listed at bottom.

Conference: FORM NOT NEEDED IF SUBMITTED ONLINE. If paper, complete this form for any conference orders. Leave "Send To" blank if conference pin ships to treasurer listed at bottom. Send copies of all district and conference order forms to Mission Resources. See Special Mission Recognition Conference Summary of Orders form for remittance instructions.

SPECIAL MISSION RECOGNITION ORDERS				
#	PIN TYPE OR DONATION ONLY	HONOREE NAME (IF KNOWN)	GIVEN BY	\$ VALUE
1	SEND TO: (NAME & ADDRESS)			
2	SEND TO: (NAME & ADDRESS)			
3	SEND TO: (NAME & ADDRESS)			
4	SEND TO: (NAME & ADDRESS)			
5	SEND TO: (NAME & ADDRESS)			
6	SEND TO: (NAME & ADDRESS)			
7	SEND TO: (NAME & ADDRESS)			
8	SEND TO: (NAME & ADDRESS)			
Total Special Mission Recognition (enter on Remittance Form)				\$ _____

Remittance Check Number _____

VALUES: \$40 Gold pin, \$60 Sapphire, \$100 Pearl, \$200 Emerald, \$500 Ruby, \$1,000 Diamond, \$2,000 2 Diamonds
 Pins come with one certificate. Extra certificates are \$5 each. **Attach additional forms if needed.**

Prepared by: _____, Treasurer
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

Submit to: _____

(Keep a copy of submitted forms for your financial records.)



UNITED METHODIST WOMEN

GIFT TO MISSION (GTM) & GIFT IN MEMORY (GIM)



CARD ORDER FORM FOR ALL TREASURERS

Local Unit: _____ Card Order #: _____
 District: _____ Order Date: _____
 Conference: _____ Period From: _____ To: _____

Local: Submit order to district treasurer with remittance. Donate through your remittance.
 District and Conference: Submit order to Mission Resources. You will be billed shipping and handling.


LOCAL GIFT TO MISSION ORDERS			Cards per pack are shown in () after card name.		
TYPE OF CARD	# CARDS	or # PACKS	TYPE OF CARD	# CARDS	or # PACKS
New Baby M7056 (10)			Thank You M7061 (10)		
Congratulations M7057 (10)			Thinking of You M7062 (10)		
Peace M7058 (10)			Encouragement (variety) M7063 (5)		
In the Service of Christ M7059 (10)			Happy Birthday (variety) M7064 (5)		
On Your Special Day M7060 (10)			Christmas (variety) M7065 (5)		

Will pick up from district treasurer? YES NO - Please mail. If mailed, cards will be sent to treasurer listed at bottom.
 Include donation with remittance when placing order.


LOCAL GIFT IN MEMORY ORDERS			10-card pack has 5 of each type. Order with either number.		
TYPE OF CARD	# CARDS	or # PACKS	TYPE OF CARD	# CARDS	or # PACKS
In Loving Memory M7066-1 (5)			Thoughts and Prayers M7066-2 (5)		
					

Will pick up from district treasurer? YES NO - Please mail. If mailed, cards will be sent to treasurer listed at bottom.
 Include donation with remittance when placing order.


DISTRICT AND CONFERENCE:
 Indicate number of packs of each type you are ordering.
 Cards per pack are shown in () after card name.
 Gift in Memory pack includes 5 of each type.
 Order using either number.
 You will be billed shipping and handling.

New Baby (10)
 M7056 No. of packs _____


Congratulations (10)
 M7057 No. of packs _____


Peace (10)
 M7058 No. of packs _____


In the Service of Christ (10)
 M7059 No. of packs _____


On Your Special Day (10)
 M7060 No. of packs _____



Thank You (10)
 M7061 No. of packs _____

Thinking of You (10)
 M7062 No. of packs _____

Encouragement Variety Pack (5)
 M7063 No. of packs _____

Happy Birthday Variety Pack (5)
 M7064 No. of packs _____

Christmas Variety Pack (5)
 M7065 No. of packs _____

Gift in Memory (10 cards - 5 each type)
 No. of packs
 M7066-1 _____ M7066-2 _____
 

District/Conference orders - Phone: 800-305-9857 Fax: 770-280-0061 Email: cs@umwmissonresources.org
 or mail to: United Methodist Women Mission Resources, 1650 Bluegrass Lakes Parkway, Alpharetta, GA 30004

Prepared by: _____, Treasurer
 Address: _____
 Phone: _____ Fax: _____
 Email: _____
 Submit to: _____

(Keep a copy of submitted forms for your financial records.)
 For Card Catalog see following page.