

# IMAGINE NO MALARIA

Our Faith In Action.

 The people of The United Methodist Church®

## Guide for Local Church Giving

*Thank you for helping to save lives in sub-Saharan Africa.*

### Donation Envelopes

Donation envelopes allow a donor to make a one-time donation, submit a pledge card, or fulfill their pledge by including a pledge payment. They can be used as bulletin inserts, distributed at events, or available in a church display.

All donation envelopes should be collected, opened, and any discrepancies corrected such as missing signatures on credit card donations. Where possible, transcribe donor information from the envelope to the Record of Contribution form. One added feature of donation envelopes is that a donor can write in debit or credit card information to make their donation even if your local church does not have the ability to process these kinds of transactions.

You are invited to make a copy of the donation envelope for your records, but original donation envelopes need to be sent in with your donations for all credit card donations, pledge payments, and pledge cards.

### Pledges

Pledge cards help us to receive a pledge over time to Imagine No Malaria. Pledge cards can be inserted into a donation envelope.

Pledges will be tracked by Imagine No Malaria staff. *You can help us by making sure the cards are signed.* All pledge cards must be signed in order to be valid.

Another helpful practice is to provide a donor with donation envelopes to match the commitment time frame of their gift (36 for a monthly donation over three years, three envelopes for a yearly donation) when a pledge is being paid by check rather than automatic withdrawal from a checking account.

For those who wish to make a special gift to this campaign (\$5,000 or more), there are also pledge forms that may be downloaded from the conference website.

Online pledges can also be made by visiting [www.imagenomalaria.org](http://www.imagenomalaria.org). These donations are treated the same as written donations, but require no work at the local church level!

### Record of Contribution Form

The Record of Contribution Form allows us to be good stewards of the gifts that have been made. It will allow your local church to share the exciting ways you are fundraising and will help us to track gifts received towards pledges so that individuals may be properly credited.

1. Open any envelopes and match the amount enclosed with the gift information provided on the envelope. Correct any discrepancies.

### Pledge Card



**Step 1: Please print your personal information.**

Name (please print): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Please provide your Church information in order for your congregation to receive credit.**

Church Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_

100% of all funds donated will directly support the programs and services of Imagine No Malaria. Gifts to Imagine No Malaria are tax-deductible to the extent allowed by law.

**Step 2: Choose from one of the pledge levels below and change lives!**

I want to Change	Monthly	Yearly	3 Year Total
<input type="checkbox"/> 10 Lives Per Month	\$100	\$1,200	\$3,600 (360 Lives)
<input type="checkbox"/> 5 Lives Per Month	\$50	\$600	\$1,800 (180 Lives)
<input type="checkbox"/> 3 Lives Per Month	\$30	\$360	\$1,080 (108 Lives)

**Step 3: To Be Paid How Often?**  Monthly  Yearly

**Payment Method:**

Check (made out to Imagine No Malaria)  Automatic Withdrawal (include voided check)  
 Visa  MasterCard  Discover  American Express

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature is required for authorization of pledge, credit card and automatic withdrawal payments as applicable.

- Record all donor gift information as shown in the sample.

Donor Information (for pledges paid through local church)														
Name	Address	City	State	ZIP	Home	Billing	Other	Total Gift/ Pledge (\$)	Payment (\$)	# Years in pledge	Monthly	Quarterly	Annually	Donor name for campaign recognition (if different), anonymous gift, etc.
example: John Doe	1234 Main St.	Anywhere	TX	12345	X			1,000	100	3			X	Given in honor of Jane Doe

- Summarize the totals in the “Total Gift/Pledge (\$)” column and “Payment (\$)” column.
- Write one check to: **UMC-Imagine No Malaria** to cover all cash donations and checks written directly to the church. Note donors covered in this check on the Record of Contribution under “special instructions”.

Churches should keep a copy of the Record of Contribution for their records and then include the Record of Contribution form and the original donation envelopes when their gifts.

### Where to Send Gifts

Donors should be encouraged to write checks to UMC – Imagine No Malaria. These checks can be mailed with the donation envelopes and Record of Contribution. If cash or checks written to the church are received, these should be deposited by the church and one check should be written to UMC-Imagine No Malaria.

The preferred way to submit Imagine No Malaria donations is to mail them to: UMC – Imagine No Malaria, P O Box 440544, Nashville, TN 37244. Be sure to include the completed and balanced Record of Contribution form and any original donation envelopes and pledge cards. Gifts sent directly to Nashville will be available for ministry faster than those submitted through the conference or to the Advance. When full information is provided on the contribution forms, tracking is completed accurately and donors receive personal “thank you” notes and tax statements. In addition individual churches and conferences receive credit toward their established fundraising goals.

You can also submit your Imagine No Malaria donations along with your normal monthly remittance form and other apportionments and special offerings to your Conference Treasurer. *Be sure to include the Record of Contribution form and any original donation envelopes/pledge cards and clearly identify funds designated for Imagine No Malaria.*

*Sending funds through UMCOR’s Advance #3021190 will also reach Imagine No Malaria, but specific information about donors will not be available for thank you notes and tax statements from Imagine No Malaria staff.*

### **QUESTIONS ABOUT FOLLOW---UP:**

#### ***Are pledge reminders sent? Who has to send them?***

Yes—the campaign office in Nashville will work to send a reminder twice a year to all donors who make a pledge to INM. The local church may receive pledge payments in the offering plate. We ask that you send those in on a regular basis so they can be deposited and counted in a timely fashion.

#### ***My company matches some charitable giving—are you on our list?***

You can check with your company to find out if The United Methodist Church is a viable match for their program. If they do not support religious groups, they may be able to match a contribution to Nothing But Nets. Any gifts made to Nothing But Nets that reference a United Methodist Church in the memo line will count toward our overall goal.

#### ***Is this a tax---deductible gift?***

Yes—gifts to INM are tax deductible to the fullest extent of the law.

Download Pledge Forms and Record of Contribution Forms at <http://greaternw.org/category/inm/inm-resources/>  
Order donation envelopes and pledge cards online at [www.imaginenomalaria.org](http://www.imaginenomalaria.org)