

**YOUR REMITTANCE FORM for 2017 is OPPOSITE THIS PAGE  
GUIDELINES for REMITTANCE FORM, SHIPPING, and REPORTING**

**NOTE:** This Remittance Form should be used for Thanksgiving Ingathering reporting by your church Ingathering team and church treasurer. This will be the form used for 2017.

1. Please copy this form and bring your original to the site you attend on Thanksgiving Ingathering day. Be sure to keep a copy for your church's records.
2. All UMCOR kits are to be packaged by type in separate boxes or bags but not sealed. They will be repacked in uniform boxes at the site. Do NOT mix kit types. Please note on the outside of each box the number and type of kit enclosed. Pack only complete kits.
3. All cash/checks should be turned in with the remittance form. **No cash or checks should be put in the boxes or kits.** We encourage churches to send \$2 per kit to defray shipping expenses. Include the amount on your Remittance Form. **Checks should be written to "Faith UMC" (Memo: "Ingathering")** and accompany the Remittance Form that will be delivered to the Site Treasurer, Ms. Jan Gort.
4. Include only those gifts on your Remittance Form that are brought to the Ingathering. Be sure any money intended for the Thanksgiving Ingathering is submitted directly to the Treasurer of Faith UMC, Ms. Jan Gort, and is identified as an **Ingathering gift.**
5. Cash sent or brought to Faith UMC Treasurer should be clearly identified for Thanksgiving Ingathering.
6. Credit for in-kind donations may be requested from Executive Director, Dr. Arthur W. Richardson.
7. In-kind donations to the Ingathering will be delivered locally or, in the case of UMCOR and My Heart's Appeal, will be shipped. Please consider sending support for the cost of shipping.
8. Each auction item must be tagged with the church name and suggested price. Auctioned quilts and woodcraft items require the QUILT / WOODCRAFT FORM found in this booklet to be completed and attached to each item.
9. Please call any Site Chair if you have any questions concerning the Remittance Form or other procedures, or call Arthur Richardson at (405) 317-6909.

[www.thanksgivingingathering.org/](http://www.thanksgivingingathering.org/)

**NOTE: Please send late checks (after 11-22-17) to Faith UMC Treasurer, Ms. Jan Gort  
(Memo: "Ingathering")**