

INSTRUCTIONS FOR REMITTANCE FORM

Include all gifts on this form **EXCEPT** your gifts to the five districts (Northeast, Southeast, South Central, Central and High Plains) should be sent directly to the appropriate district office.

Types of gifts are listed in the left hand column (Disciples Mission Fund, Week of Compassion, etc.) The four columns across indicate who is to receive the credit (Congregation, Disciples Women, Disciples Men or Youth).

If a gift is designated, for a fund that is not listed on the form please write it in the space "Designated For".

REMITTANCE: - 1. Complete the reverse side of this form. 2. Send the completed form and remittance/check in the envelope provided. 3. Upon receipt, the region will stamp the form with the date and amount received. Next, this original form is returned to you (as your receipt) along with a blank remittance form and envelope for the next month.

ADDITIONAL FORMS – If you need more remittance forms, you may go to our website www.kansasdiscalples.org or call the Topeka office at 800-737-8130.

GLOSSARY OF TERMS

Disciples Mission Fund – Congregations, Regions, institutions of Higher Education and General Units that support a variety of on going services and programs.

Regular/Undesignated – Offerings/funds that support Disciples Mission Fund on an everyday basis. **(55% sent to General Church, 45% stays in KS)**

Special Day Offerings – Offerings that are taken annually during Easter, Pentecost, Thanksgiving and Christmas.

Easter – Offerings support the General Units. **(100% sent to General Church)**

Pentecost – Offerings support New Church Establishment. **(50% sent to General Church; 50% stays in KS)**

Thanksgiving – Offerings support Higher Education. **(100% sent to General Church)**

Christmas – Offerings support the Kansas Region. **(100% stays in KS)**

Blessings Boxes – Offerings from Disciples Women support Disciples Mission Fund. **(50% off the top & sent to Office of DW, the other 50% is divided between General Church and KS using the DMF percentage)**

Week Of Compassion – Funds that support emergencies with natural and human disasters as well as aid in the relief of poverty, disease and hunger. **(100% sent to General Church)**

Reconciliation – Funds that support anti-racism special projects, training (educational materials to promote Reconciliation), and emergency grants to congregations, the general church and community nonprofit organizations. **(50% sent to General Church; 50% stays in KS)**

Annual Fund – Gifts support the Kansas Region

Disciples Center – Gifts support the Disciples Center at Camp Tawakoni

Operational – Financial support for upkeep and the ongoing everyday cost of buildings and the grounds.

Capital Improvements – Financial support for any improvements to the property and help with the reserve fund.

Other – Designated funds that do not affect any percentage distributions are sent in full to the fund/organization named.