

Western North Carolina Conference United Methodist Women  
**2021 Calendar for Local Treasurers**

January	February	March	April
<ul style="list-style-type: none"> <li><input type="checkbox"/> Send Names and Contact Information for Unit's 2021 President and Treasurer and 2021 Pledge if that was not done in 2020</li> <li><input type="checkbox"/> If Unit has several Circles, arrange process for collecting Circle Pledge, Gift to Mission, Gift in Memory and Special Mission Recognition orders and monies</li> <li><input type="checkbox"/> Begin collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1<sup>st</sup> Quarter Letter due from District Treasurer with instructions for 1<sup>st</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mid Month begin preparing 1<sup>st</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mail 1<sup>st</sup> Quarter Remittance forms and check to arrive to District Treasurer by March 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> <b>28<sup>th</sup> End of First Quarter</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li><input type="checkbox"/> 2<sup>nd</sup> Quarter Letter due from District Treasurer with instructions for 2<sup>nd</sup> Quarter Remittance</li> <li><input type="checkbox"/> 5-15 General Conference , Minneapolis, MN</li> <li><input type="checkbox"/> Mid Month begin preparing 2<sup>nd</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mail 2<sup>nd</sup> Quarter Remittance forms and check to arrive to District Treasurer by June 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> <b>31<sup>st</sup> End of Second Quarter</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>11<sup>th</sup>-13<sup>th</sup> - Spiritual Growth Retreat, Lake Junaluska</b></li> <li><input type="checkbox"/> <b>17<sup>th</sup> – 20<sup>th</sup> UMC Annual Conference, Lake Junaluska</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>15<sup>th</sup> – 18<sup>th</sup> Mission u Pfeiffer University</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 3<sup>rd</sup> Quarter Letter due from District Treasurer with instructions for 3<sup>rd</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mid Month begin preparing 3<sup>rd</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mail 3<sup>rd</sup> Quarter Remittance forms and check to arrive to District Treasurer by September 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> 29<sup>th</sup> – Sept. 7 UMC General Conference – Minneapolis, MN</li> <li><input type="checkbox"/> <b>31<sup>st</sup> End of Third Quarter</b></li> </ul>
September	October	November	December
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>10<sup>th</sup>-12<sup>th</sup> - Conference Annual Meeting, Lake Junaluska</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>2 &amp; 9<sup>h</sup> Ubuntu Day of Service</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> Gather information for and Begin Developing 2020 Unit Budget.</li> <li><input type="checkbox"/> Present and get approval for 2020 Unit Budget in October or November.</li> <li><input type="checkbox"/> Along with other Unit officers or members, prepare to attend the Local Leader Development Day sponsored by the District Officers.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 4<sup>th</sup> Quarter Letter due from District Treasurer with instructions for 4<sup>th</sup> Quarter Remittance</li> <li><input type="checkbox"/> Finalize collection of Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> Mid Month begin preparing 4<sup>th</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mail 4<sup>th</sup> Quarter Remittance forms and check to arrive to District Treasurer by December 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Include Name and Contact information of 2020 President and Treasurer and 2020 Pledge.</li> <li><input type="checkbox"/> <b>30<sup>th</sup> End of Fourth Quarter</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize 2020 Treasurer Records. If Unit has new incoming President or Treasurer, change signatory information on checking account. Both Treasurer and President must be signatories.</li> <li><input type="checkbox"/> Begin Collecting 2021 Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>

Throughout the year, as requested by unit or individual members, remit SMR orders with payments to District Treasurer.



UNITED METHODIST WOMEN











# GIFT TO MISSION

## ORDER FORM

### FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

Local treasurers order Gift to Mission cards from district treasurers singly or in packs of 10 cards. \$5 per card or \$50 per pack of 10 cards. Christmas cards can be ordered in packs of 5 cards. Minimum \$25 per pack of 5 cards.

<b>Local Unit:</b> _____	<b>District:</b> _____
<b>Conference:</b> _____	<b>Period from:</b> _____ <b>To:</b> _____

TYPE OF CARD	No. Cards	No. Packs	SENDER ADDRESS	AMOUNT
 New Baby (10) M7007				
 Congratulations (10) M7028				
 Peace (10) M7006				
 In the Service of Christ (10) <span style="background-color: black; color: white; padding: 2px;">NEW</span> M7029				
 On Your Special Day (10) M7008				
 Thank you! Thank You (10) M7004				
 Thinking of you... Thinking of You (10) M7002				
 thinking of you! Thinking of You (10) M7011				
 Happy Birthday Variety Pack (5) <span style="background-color: black; color: white; padding: 2px;">NEW</span> M7009				
 Christmas Cards Variety Pack (5) <span style="background-color: black; color: white; padding: 2px;">NEW</span> M7010				
Gift in Memory            M5033-1 (Cards not pictured.)    M5035-1				

<b>Local treasurers: Send form to your district treasurer.</b>	<b>Total amount of order: \$</b> _____
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Keep a copy for your records. Always put your name and address in the space provided. DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_





## **Remittance Instructions for United Methodist Women Treasurers Mission Giving, Supplemental Giving, and Legacy Fund**

United Methodist Women local, district, and conference treasurers receive and transmit contributions from members of the organization.

### **Mission Giving and Supplemental Giving**

These contributions are sent “through the channels” of United Methodist Women. “Through the channels” means from local to district to conference to the National Office.

**Mission Giving** is unrestricted, undesignated giving and includes

- Pledge to Mission
- Special Mission Recognition
- Gift to Mission
- Gift in Memory
- World Thank Offering

Conference may also have their own means of raising additional unrestricted mission funds, such as mission ribbons, mission corsages, or candle burning, and those funds are also sent through channels.

**Supplemental Giving** is gifts for specific programs or projects and includes

- Call to Prayer and Self-Denial
- Assembly Offering
- A Brighter Future for Children and Youth
- National and international projects

### **Legacy Fund**

The Legacy Fund is a permanent endowment held at the National Office. Income from the Legacy Fund will ensure the future of United Methodist Women.

Legacy Fund donors are encouraged to either

- Mail their gifts and pledges directly to the National Office, or
- Make their gift online

For Legacy Fund contributions *received by a district or conference treasurer*: Beginning January 1, 2017 and continuing thereafter, all district and conference treasurers are asked to send all Legacy Fund gifts and pledges directly to the National Office as they receive them, rather than sending them through channels.

Checks and pledge cards can be sent as-is. Cash should be deposited and one check sent. There is a cover sheet to accompany these gifts. If possible, treasurers should send donor information (name, mailing address, amount of gift) with the contributions so that each gift and pledge can be

acknowledged promptly and accurately by the National Office. Conferences will receive Legacy Fund giving credit.

The address is

Office of the Treasurer  
United Methodist Women National Office  
475 Riverside Drive, Room 1503  
New York, NY 10115

Questions should be sent to [legacyfund@unitedmethodistwomen.org](mailto:legacyfund@unitedmethodistwomen.org); 212-870-3741.

This applies to Legacy Fund gifts and pledges only. All other contributions (Pledge to Mission, Gift to Mission cards, World Thank Offering, Call to Prayer, etc.) should still be sent through regular channels.

H Mui; December 2016







## United Methodist Women Legacy Builder FAQ

**What is a Legacy Builder?** A **Legacy Builder** moves forward the mission of United Methodist Women by making a monthly gift of \$18.69 or more to The Legacy Fund Endowment Campaign in honor of United Methodist Women's 150th anniversary. Just as our foremothers invested in our future in 1869, gifts to the campaign will ensure that United Methodist Women continues to prepare future generations of women to practice mutuality in mission, working to transform the lives of women, children and youth in deeper and even more impactful ways.

**Why is it important?** Becoming a **Legacy Builder** is a way for our members to participate in a sustainable and regular way of giving to The Legacy Fund Endowment Campaign that moves us closer to achieving the fund's \$60 million goal by the end of 2020.

**What is the impact of my giving \$18.69/month or more?** Endowing core expenses will equip United Methodist Women to make even more of a difference in the lives of women, children and youth in communities around the world, for example:

- Providing healthy snacks to an afterschool program for children living in poverty in rural Kentucky.
- Supplying books for an international scholarship recipient in the Philippines.
- Or purchasing baby chicks to create entrepreneurship opportunities for women and youth in Mozambique.

**Can I stop my giving or adjust my donation at any time?** Of course, just call the development office at 212-870-3705 or e-mail us at: [legacy150@unitedmethodistwomen.org](mailto:legacy150@unitedmethodistwomen.org).

**Will I receive verification of my donations for tax purposes?** All donors will receive an annual statement reflecting the prior year's gifts. This statement will be mailed in February.

**How do I become a Legacy Builder?** Make a commitment of \$18.69/month or more to The Legacy Fund Endowment Campaign.

### WAYS TO GIVE

- Complete the information on the **Legacy Builder** return envelope and mail it to the national office . . . Or
- You can make an online gift on our secure website: [unitedmethodistwomen.org/Legacy Builders](http://unitedmethodistwomen.org/LegacyBuilders) . . . Or
- Text-to-Give by dialing 41444 and texting LEGACYBUILDER to set up regular payments . . . Or
- Contact the Development Office at 212-870-3705 or via e-mail: [legacy150@unitedmethodistwomen.org](mailto:legacy150@unitedmethodistwomen.org)

In this historic 150th anniversary year, please consider becoming a **Legacy Builder**. Now is the time to come together as United Methodist Women, and invest in our future mission work, as our foremothers did in 1869!



United  
Methodist  
Women

FAITH • HOPE • LOVE IN ACTION



## Forms, Forms, Everywhere

### Whatever am I to Do

#### Every Quarter

Remittance Form  
Check

#### SMR Varies

Special Mission Recognition Form  
Remittance Form  
Check

#### Legacy Donations Varies

Legacy Donations Cover Page  
Remittance Form  
Check

#### GTM Card Orders Varies

Gift to Mission Cards Form  
Remittance Form  
Check

#### GIM Card Orders Varies

Gift in Memory Cards Form (same as Gift to Mission)  
No money involved

#### Varies

Donations to Love Offerings

District Love Offerings  
Remittance Form  
Check

Conference Love Offerings  
Check to "WNCC Treasurer"  
Send Directly

#### Notes:

No SMR orders after November 30<sup>th</sup> until January 1<sup>st</sup>

Please fully fill out forms You can fill in the items that do not change and make copies.

Then you can quickly finish the forms as you use them.

Quarters end on February 28<sup>th</sup>, May 31<sup>st</sup>, August 31<sup>st</sup>, and November 30<sup>th</sup>. Please send at least five days prior to the end of the month to allow for delivery.

TREASURER'S PLEDGE FORM

YEAR: \_\_\_\_\_

(Return this with your 4<sup>th</sup> quarter report...or as soon as info is available)

To: *(insert District Treasurer name & address)* \_\_\_\_\_

**Unit Name** \_\_\_\_\_ *(insert year)* **Pledge to Mission \$** \_\_\_\_\_  
(to be paid by December 1)

*(insert year)* **Local Unit President's Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

*(insert year)* **Local Unit Treasurer's Name** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

New \_\_\_\_\_ or Continuing \_\_\_\_\_ Treasurer (check one)

TREASURER'S PLEDGE FORM

YEAR: \_\_\_\_\_

(Return this with your 4<sup>th</sup> quarter report...or as soon as info is available)

To: *(insert District Treasurer name & address)* \_\_\_\_\_

**Unit Name** \_\_\_\_\_ *(insert year)* **Pledge to Mission \$** \_\_\_\_\_  
(to be paid by December 1)

*(insert year)* **Local Unit President's Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

*(insert year)* **Local Unit Treasurer's Name** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

New \_\_\_\_\_ or Continuing \_\_\_\_\_ Treasurer (check one)



Western North Carolina Conference  
**2021 LOVE OFFERING & FINANCIAL GOAL**

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**Love Offering**

**A Gift to Mission in honor of our members' Faithful Commitment to Mission Giving,  
through good times and pandemic times**

**Financial Goal**

**Each unit will make at least one Gift to Mission of at least \$5.00, using any cards they  
have, in honor of one person in Mission listed in either the Prayer Calendar or a  
response magazine article.**

**Ideas for Interpretation:**

- Any unit can do...at least \$5.00 Gift to Mission to treasurer
- Main Concept...Participation in Gift to Mission channel
- Use any greeting card they have (of course including Gift to Mission cards), and give at least \$5.00 to their treasurer / to district treasurer
- Includes using e-giving for Gift to Mission / Email any kind of e-card & make a Gift to Mission
- Interpretation to say Gift to Mission cards are important...still encourage use, but the Gift is the most important thing. In absence of availability of cards, especially in a pandemic, alternative way to do Gift to Mission

*Sincerely,*

*Your WNCC UMW Team*