



Congregational Giving Instructions

Thank you for participating in the Deeply Rooted, Upward Reaching Camping Campaign. In order for all pledges and corresponding donations to the campaign to be recorded properly, local churches must submit all statement of intent cards and donations to the Conference Center as outlined below.

Do not deposit individual checks for the Campaign in the congregation account. This makes it impossible for us to thank donors or to remind them when there is a balance to be paid. If you follow all of the steps below, proper credit will be given to the congregation and individual acknowledgements and reminders will be sent directly to the donor.

- **Collect Statement of Intent Cards** – At your request, the Conference Center will provide your congregation with statement of intent cards (pledge cards) to use to record your congregants' intended pledge to the campaign. The forms come in triplicate; the white copy of the form will come to the Conference Center, the yellow copy is for the congregation, and the pink copy is for the donor.
- **Send Statement of Intent Cards and Donations to the Conference Center** – If you receive an initial donation with the statement of intent, paperclip the check to the form. Combine all intent cards and donations (made payable to WPAUMC) and send to:

WPAUMC
Attn: Kristin Poerschke
PO Box 5002
Cranberry Twp, PA 16066

- **Continue to Send Future Donations to the Conference Center** – Individuals can also make online donations by visiting www.wpaumc.org/onlinepayments. As long as we have the individual's statement of intent on file, all online donations will be credited to the individual and the congregation.

The campaign office will do all the record keeping and follow-up for the campaign including collection, reminders, acknowledgements, etc. Your financial secretary or treasurer need not set up a system to handle intents, collections, reminders, etc.

For more information about giving to the campaign, contact Kristin Poerschke at 724-776-2300 x261 or visit the website at www.wpaumc.org/DRURCampaign.