

ANN ARBOR DISTRICT LIBERIA PARTNERSHIP TASK FORCE
Directions on Sending Funds for Advance Projects
Updated 9-11-17 – Direct Questions to Mark Groeneweg, mgroe@comcast.net

The best way to send money for GBGM Advance Project is as follows:

- 1) **Make the check out to “Advance GCFA.” Put “Project Name and Advance Number” in the memo line.**
- 2) **Send the following note with the check.** Fill in your own check number and amount:

Dear Officials for the General Council on Finance and Administration:

Please accept the enclosed donation, check number _____ in the amount of \$_____, for Advance number_____. Please note that this gift is to be designated for the _____, and is to be directed to the attention of _____, (add title) for the Liberia Annual Conference.

Thank you,

Name of donor (if individual): _____

Congregation Name: _____

Church Number: (if available) _____
(Ann Arbor District, Detroit Annual Conference)

- 3) **Send the check and the letter to:**

Advance GCFA
P.O. Box 9068
New York, NY 10087-9068.

Please do not send your donation to the Ann Arbor District, nor to the Detroit Annual Conference. DAC bundles donations, and has no way to tell GBGM that your donation is to be designated for specific Project.

- 4) (Optional, but helpful:) Please send emails to :
 - a) The project contact as listed in the Advance description
 - b) Bishop Quire smauel.quire@gmail.com
 - c) Treasurer for Liberia Annual Conference, David Guinkpa dguinpka@umcmission.org.
 - d) Ms. Winsome Wright, GBGM: wwright@umcmission.org
 - e) Mark Groeneweg, mgroe@comcast.net , Ann Arbor District Liberia Task Force
- 5) Keep copies of everything you send, and **include the donation amount on line 48, “total amount given directly to United Methodist Church causes” on your local church report** at the end of the year. Your church will “get credit,” but please understand that it is not meaningful for the conference to be notified of your donation at the time it is made.
- 6) **Track your gift online.** Go to www.advancinghope.org. Click on “Gifts at Work” at the top. Then click on “Track your Gifts.” You can search by Advance number, or by your own church (it helps to know your church’s GCFA number – see your Treasurer), or both. **Your donation will appear online within a couple of weeks of sending your donation. Check the website to confirm its receipt.**
- 7) Donations may be made online with your credit card at www.umcmission.org/givetomission/howtogive follow Instructions will receive email receipt immediately and additional receipt via mail in few weeks. Step 4 above must be followed to insure funds directed to intended recipient may include receipt with .donation number.