



## Guide for Completion of 2009 Gift Remittance Form

### **I. Cooperative Program**

Please check one of two options in the Cooperative Program section on the top of the form.

#### **First Option** – for *BGCT 2009 Cooperative Giving Budget (Texas Adopted Plan)*

*The Texas Adopted Plan allocates 79% of the gift to BGCT and 21% of the gift to worldwide causes. Three worldwide causes are available – SBC, CBF or BGCT. The worldwide allocation may be divided between more than one worldwide recipient.*

1. Place dollar (\$) amount on the line to the right of the form. This amount will equal your total Texas Adopted Cooperative Program gift.
2. Mark recipient/recipients for the worldwide causes.
  - If you choose to give to more than one worldwide cause, write the percentage (%) by each recipient. The total must equal 21%.

#### **Second Option** – *Church Designed Cooperative Giving Plan*

*The Church Designed Plan allows the church to determine the allocation between BGCT and worldwide causes. Three worldwide causes are available – SBC, CBF or BGCT. The worldwide allocation may be divided between more than one worldwide recipient.*

1. Place total dollar (\$) amount on the line to the right of the form. This amount will equal your total Church Designed Cooperative Program gift.
2. Show percentage (%) or dollar (\$) amount to go to BGCT and percentage (%) or dollar (\$) amount to worldwide causes.
3. Mark recipient/recipients for the worldwide causes.
  - If you choose to give to more than one worldwide cause, write the percentage (%) or dollar (\$) amount by each recipient.
4. If exclusions are requested (no more than 5 exclusions are allowed), please list them on the exclusion lines provided. The possible exclusions are listed on the back of the giving form.

### **II. Special Mission Offerings** (Reported As Designated Offerings)

1. Check appropriate box and place dollar (\$) amount on the line to the right of the form.

**III. Other Church-Directed Gifts** (As Church Directs - Reported as Designated)

1. Identify and describe ministry to receive designated money.
2. Show dollar (\$) amount in this section on the line to the right of the form.

**Be sure you have completed all of the following:**

- Total the form (all \$ amounts shown on right side) and place grand total in TOTAL AMOUNT ENCLOSED box on upper right side of form. (This total should equal total of checks enclosed.)
- Sign and date form.
- Provide telephone number and e-mail address where we may contact you.
- Add your comments at the bottom of the form. We invite any comments or questions that you have. Our staff will contact you immediately to address your concerns.
- Check the box at the bottom left of the form if new forms are needed.
- Check the box at the bottom right of the form if you want forms in Spanish. (Si desea formas en español, marque la caja localizada a su mano derecha al final de la forma.)
- Return each form and voluntary gift to the BGCT in the envelope provided.
  - Mail gifts to:  
Baptist General Convention of Texas  
P.O. Box 159007  
Dallas, Texas 75315-9007