



## Instructions for Use of Gifts Chart

In the top chart place the amount of your gifts. There's room for 51 (a year's worth if you gift weekly as you invite new members). The sum of the boxes at any given time is your current cumulative gift, and should be transferred to the Receipts chart weekly, as it represents your current level.

The lower chart is for those you sponsor. There's space for up to a year's worth of gifts (first time and renewals) that you make in their name as part of sponsoring them. Use multiple forms for more than 22 people in your gifting group. If the group gets sizeable enough you may want to earmark each sheet for a particular portion of the alphabet (or even for a single letter). "G" refers to the amount of the gift made in the name of that member (with its date). "F?" refers to whether you have sent new gifting forms for that gift. **You must send forms for all gifts you have made.** After the first set has been mailed or fax, emailing is acceptable. Next to the name of the sponsee write his/her (monthly) anniversary date to remind you to check with him/her monthly on that date regarding whether s/he wishes to renew his/her membership.

Print multiple sheets as your group grows and for continuing gifts for a member into a new year. If you prefer not to use paper (which we recommend), and you have a database program such as Excel, use this chart as a model for creating your own form, which you may complete on your computer.