

Instructions for Use of the Receipts Chart

The top chart is for your current level, with room for it to change weekly. You will have transferred this amount (weekly or as often as it changes) from the Gifts chart after calculating the current cumulative total of your gifts. **The amount you're entitled to receive always equals HALF the current cumulative value of your gifts.**

The lower chart is for your sponsees and others in the downward lineage from whom you receive gifts. There's space for up to 52 gifts (a year's worth) from each one. Use multiple forms for more than 4 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). **The total of all the amounts received from any individual must always be equal to or less than the current amount you're entitled to receive (HALF your current level). More than this amount must be sent (by the member in your downward lineage) to your sponsor and others in the upward lineage if necessary, as per the I AM guidelines** "R" refers to the amount of the gift received (with its date). "F?" refers to whether you have received a new gifting form for that gift. **You must have forms on file for all gifts you have received. Remind your sponsees, etc. to send them if they forget.**

Print multiple sheets as your group grows and for carrying over a balance from an individual to 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.