**Instructions to Treasurers for Handling RAINBOW Givers Awards**

**This an award for Individuals Only, not Circles or Units**

**1. It is important to stress to your UMW members that each Rainbow Giver request needs to be submitted to you at one time, not spread out over the year (both the form and the $60.00).**

**2. The deadline to be recognized is August 15th of each year, to help the treasurers complete all of the required reports.**

**3. Unit Treasurers, when you receive these Rainbow Giver checks the amounts should be shown in your financial records as gifts to each of the five areas. For example, when you receive a check for $60.00, you will show it in your records as:**

 **$ 5.00 to Pledge**

 **$ 40.00 to SMR**

 **$ 5.00 to Gift to Mission**

 **$ 5.00 to Gift in Memory**

 **$ 5.00 to World Thank**

**4. The SMR request should be sent to your District Treasurer just like all SMR requests (include both $40.00 check and Rainbow Giver Form with the SMR Form – if no pin, include the $40.00 on your quarterly remittance form). Please make sure that the Rainbow Giver understands that it may take up to 6 weeks to receive the SMR pin and card. SMR requests can be sent forward from a Rainbow Giver with “Honoree to be Determined” and can also be donated requesting no pin or card. In that case, the money is forwarded to Women’s Division for SMR stating “ no pin, no card” or can be requested as “no pin but receive a card”.**

**5. Unit Treasurers, If you need a Gift in Memory or Gift to Mission card for the Rainbow Giver, please send to your District Treasurer a Gift to Mission form and include the $5.00.**

**6. This is open to non UMW members and church members should also be encouraged to participate.**

**7. The District Treasurer will need to receive from the local unit treasurer the name of the Rainbow Giver by August 15th; so that a pin can be ordered.**

**8. Unit Treasurers will need to have Gift in Memory and Gift to Mission cards available or get them from their District Treasurer.**

**9. The Rainbow Giver form can be submitted independently of your quarterly remittance, or at the same time. If you send it along with your Quarterly remittance, include the Rainbow Giver amounts with other unit funds as noted above.The Rainbow Giving amounts should not be shown separately.**

**10. Questions, call or email your District Treasurer:**

 **Joy Utberg**

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