



Dear Contributor,

Thank you so much for your generosity towards our relief teams going to Haiti. We appreciate you so much! In order to process your check, please fill out a contribution form according to the instructions below and the attached example.

**To give to any team participant:**

- 1) Make your check payable to **Pleasant Valley Baptist Church** and write **project #225** in the memo line.
- 2) Fill out the attached contribution form. This form *must* accompany your check in order to be processed by the accounting office.
  - a. Contributor: **Your name(s)**
  - b. Participant: **Any Participant**
  - c. Date: **Date of Contribution**
  - d. Project #: **Haiti – project #225**
  - e. Choose **Option A** and fill out **the amount** of your check.
  - f. **Sign** at the bottom of the form.

**To give to a particular team member:**

- 3) Make your check payable to **Pleasant Valley Baptist Church** and in the memo line write the **project number** for the team (see below).
- 4) Fill out the attached contribution form. This form *must* accompany your check in order to be processed by the accounting office.
  - a. Contributor: **Your name(s)**
  - b. Participant: **His or her name**
  - c. Date: **Date of Contribution**
  - d. Project #: **Haiti** – and the appropriate project number  
Feb. 18-23 – **project #234**  
March 18-23 – **project #184**  
April 15-20 – **project #210**
  - e. Choose **Option B** to receive contribution credit and fill out **the amount** of your check. You may also choose **Option C**; however, you will not receive contribution credit.
  - f. **Sign** at the bottom of the form.

Thank you,

Global Outreach