

**HONOR THE MEMORY  
OF A DEDICATED MISSIONARY  
WHO WORKED FOR YEARS IN THE  
DEMOCRATIC REPUBLIC OF THE (BELGIAN) CONGO!**

A permanent endowment has been established for the *Institut Médical Chrétien du Kasai* (IMCK -- Kasai Christian Medical Institute in French), a medical teaching complex in the Democratic Republic of the Congo (DRC), established by Presbyterian missionaries in 1954.

Eight permanent memorial funds have been set up within this endowment to honor those who served there. They are:

**The John and Stella Hillsman Fund**

**The Robert and Janet Irish Family Fund**

**The J.B. and Fran Jung Fund**

**The John and Aurie Miller Fund**

**The Henry and Katie Nelson Fund**

**The Birch and Peggy Rambo Fund**

**The Bill and Effie Rule Fund**

**The Ruth Worth and William and Martha Worth Fund**

You can help to honor the memory of these long time workers in and contributors to the IMCK "vineyard" by donating to one or more of these funds. **Instructions are on the third page of this flyer.**

Thank you for your generosity!

*--Friends of IMCK*

## STEPS TO ESTABLISH A NAMED FUND WITHIN THE IMCK ENDOWMENT

Since the IMCK Endowment is a permanent fund, a named portion of that endowment (some may call it a "Friends and Family" fund) can serve as a permanent commemorative in honor of or in memory of a person, a family, a group, or even an idea. Here is how:

1. Someone should be identified as the contact person with FIMCK for communicating information, including the items below and for receiving periodic reports on the status of the fund. Full name, mailing address and either an email address or a phone number (or both) are needed.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. A fund name should be provided, along with a statement which can be publicized about the significance of that name. For example, if it is in memory or in honor of an individual or a couple, it should provide their full names and might give a brief description of the service or act for which they are being remembered or honored.

Fund Name: \_\_\_\_\_

Statement About Fund Name: \_\_\_\_\_

\_\_\_\_\_

3. If possible, a goal or target amount should be set for the fund and a time period in which it is hoped to achieve that goal. Any amount is acceptable but fund sponsors are strongly encouraged to set themselves a challenging target, taking into consideration such things as the numbers of people felt likely to donate to it, an overall judgment about their ability to donate and the period of time selected.

Fund Goal: \_\_\_\_\_ Time Period or Date for Achievement: \_\_\_\_\_

4. If there are people that the person or group sponsoring this fund would like FIMCK to include in their contact list for solicitations, their names, addresses and, where possible, their email addresses should be provided on a separate piece of paper or in an email to the address below. FIMCK will not necessarily limit its solicitations to this list but will use it as a starting point to announce the establishment of the fund and to invite donations until the fund target is achieved.
5. The first page of this form and the above list, if any, should be mailed to Barbara Sugee, FIMCK Secretary, 2170 Cresthill Dr., Knoxville, TN 37919 **AND/OR** a scanned copy may be emailed as an attachment to [FriendsofIMCK@gmail.com](mailto:FriendsofIMCK@gmail.com).
6. People invited to donate to the fund should be provided with the instructions on the following page.

## INSTRUCTIONS FOR DONATING TO A NAMED FUND

- Checks should be made out to "MBF/IMCK Endowment" with the FUND NAME on the memo line of the check. If desired, a note can be enclosed with instructions for notifications along the lines discussed below for on-line donations.
- On line donations can be made at the Medical Benevolence Foundation (MBF) web site at (<https://www.mbfoundation.org/friends-imck-endowment-fund/>). After filling in the donation amount, scroll down to see the following:

The screenshot shows a web form for making a donation to a named fund. The form is titled "Designation / Notes box above:" and contains the following fields and options:

- In Honor or Memory of (optional):** A text box containing "FUND NAME" in red.
- Are you making this donation in honor or memory of someone? If so, type that person's name here.**
- Is this gift in Honor or Memory? (optional):** Radio button options for Honor, Memory, and N/A.
- Honoree Notification Address:** A large text box for the honoree's name.
- Street Address:** A text box for the street address.
- Address Line 2:** A text box for the second address line.
- City:** A text box for the city.
- State:** A dropdown menu for the state.
- ZIP Code:** A text box for the ZIP code.
- Honoree Email Address:** A text box containing "FriendsofIMCK@gmail.com" in red.

Below the form, there is a note: "We will send a gift notification card to the name and address you provide. U.S. addresses only, please."

As shown in red, the fund name should be put into the top box.

It is requested that the Friends of IMCK (FIMCK) email address be put into the email box shown in red at the bottom so that FIMCK can be alerted to send written notifications and thank-you notes as appropriate.

The honoree's or the sponsoring group's postal address can be put in the middle boxes, as desired.

There is a large box out of view at the top of the above screen where additional instructions and addresses can be put if multiple notifications are desired, including any email notifications to an honoree or to the sponsoring group's contact person.