

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

1. A person (either an individual or a designated lead person for a group) 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. Under normal circumstances it would be assumed that this is the person who would initially contact FIMCK to request the establishment of the fund.

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.

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

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

\_\_\_\_\_

3. A goal or target amount should be set for the fund and, if possible, 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. FIMCK should be provided with the names, addresses and, where possible, the email addresses of as many people as the sponsor can enumerate who may have some interest in donating to the fund. 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 on a one-time or a repeating basis until the fund target is achieved.

Please provide this list on as many separate pages as needed.

5. If YOU are completing this form to start the process of establishing a named fund, please mail all except page 2 to Charlotte White, 8 Marshwinds, Hilton Head Island, S.C. 29926 **OR** send as an email attachment to [FriendsofIMCK@gmail.com](mailto:FriendsofIMCK@gmail.com).

Anyone who is deemed likely to donate to this fund will be given the instructions on how to ensure that their donation(s) is/are correctly credited to the proper fund account. The person submitting the form may keep this page for reference. In brief:

- If they write a check, they should put "**IMCK Endowment -- " followed by the FUND NAME on the memo line of the check. If they also enclose a form "FIMCK 11 (see below) with their check, they should check "in memory" or "in honor" of, as appropriate, on the right hand side and fill in the FUND NAME on the line labeled "Name." On the Address and City/State/Zip lines below that, they should fill in 8 Marshwinds, Hilton Head Island, S.C. 29926, as shown below, regardless of the fund name.**

	<p>There are 3 ways to make a donation to the IMCK Endowment.</p> <p>A. The first one is to simply go on line to <a href="http://www.IMCK.org">www.IMCK.org</a> and follow the instructions including any tribute or volunteer info.</p> <p style="text-align: center;"><b>OR</b></p> <p>For B or C below, please fill in your name, address, phone number &amp; email address (if any) and mail in this form follows:</p> <p>Name: _____ Phone: _____</p> <p>Address: _____ Email: _____</p>	<p><b>Notice:</b> For tax purposes, donations go through the Medical Benevolence Foundation (MBF), a 501(c)3 partner of PC(USA). Donor information is used exclusively by MBF and FIMCK for record-keeping, &amp; is confidential.</p>
	<p>B. You can make out a check payable to <b>MBF/Friends of IMCK</b> and write "<b>IMCK Endowment</b>" on the memo line, along with any special fund designation (see at right). Fill in any desired items in the box at right and mail the check along with this form to <b>MBF/Friends of IMCK, PO Box 96877, Washington, DC 20090.</b></p> <p style="text-align: center;"><b>OR</b></p> <p>C. You can fill your credit card information below, sign &amp; mail to the above address:</p> <p><input type="checkbox"/> VISA    <input type="checkbox"/> AMEX    <input type="checkbox"/> Discover    <input type="checkbox"/> MasterCard    <input type="checkbox"/> Other</p> <p>I authorize MBF to charge a donation of _____ against Card Number _____ with Exp. Date: _____ for the IMCK Endowment Fund. (Also see box at right)</p> <p>Signature: _____</p> <p><b>You may visit <a href="http://www.imck.org/Reports-index6.html">www.imck.org/Reports-index6.html</a> to follow progress on the Endowment, or write for more information to <a href="mailto:FriendsofIMCK@gmail.com">FriendsofIMCK@gmail.com</a>.</b></p>	<p>You may designate your gift in honor or in memory of someone or to a special named fund (if one has been established) as a memorial/honorarium: <input type="checkbox"/> Honor <input type="checkbox"/> Memory</p> <p>Name: <u>FUND NAME</u></p> <p>Address: <u>8 Marshwinds</u></p> <p>City/State/Zip: <u>Hilton Head Island, S.C. 29926</u></p> <p>Your name as it should appear on acknowledgement or write "Anonymous" if so desired: _____</p> <p>You may also wish to <b>volunteer</b> your time and skills to help FIMCK as follows:</p> <p><input type="checkbox"/> Design Publicity    <input type="checkbox"/> Maintain Web Site</p> <p><input type="checkbox"/> Do Grant Applications    <input type="checkbox"/> Presentations</p> <p><input type="checkbox"/> Coordinate Speakers    <input type="checkbox"/> Other Publicity</p> <p style="text-align: right;">FIMCK11</p>

- If they donate on line at the Medical Benevolence Foundation site (<https://mbfoundation.secure-donor.com/fimck?source=WSRG>), they should select "In honor (or memory) of someone" under "Tribute Information." They should type the Fund Name into both the first and last name boxes that appear and they should select "yes" and "email" in answer to the question about whether anyone should be notified. Then they should type "FIMCK" into both the first and last name boxes for notification and the FIMCK email address ([FriendsofIMCK@gmail.com](mailto:FriendsofIMCK@gmail.com)) into the box provided for the notification email address. (see below)

TRIBUTE INFORMATION
<p>* This donation is: <span style="border: 1px solid black; padding: 2px;">in honor of someone</span></p> <p>Title: <input type="text"/></p> <p>* First Name: <input type="text" value="FUND NAME"/></p> <p>* Last Name: <input type="text" value="FUND NAME"/></p> <p>Suffix: <input type="text"/></p> <p>Would you like to notify someone of this tribute? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Notify How? <input checked="" type="radio"/> E-mail <input type="radio"/> Mail</p> <p>Title: <input type="text"/></p> <p>* First Name: <input type="text" value="FIMCK"/></p> <p>* Last Name: <input type="text" value="FIMCK"/></p> <p>Suffix: <input type="text"/></p> <p>* Email Address: <input type="text" value="FriendsofIMCK@gmail.com"/></p>