

**MCH / Russell  
Associates, LLC**

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## Business Tithing Program

Dear **Client**:

Welcome to our Business Tithing (BT) program. The BT program allows us to see people who otherwise could not afford our services. In this program clients donate time at a church or church related charity. All donated time must be in an area of service where both you and a pastor feel you have a gift. Regular church duties (teaching Sunday school, being a deacon or trustee) do not count. Clients have helped maintain the church, mowed the church lawn, made improvements to the parsonage, written grants to start church programs, worked in soup kitchens, offered legal and tax services, etc. Every hour of service that is documented on church letterhead and signed by the pastor or church official will earn a \$35.70 credit that you can use to cover up to 75% of the cost of your sessions. Please carefully read the following aspects of the BT program:

1. I understand that the BT program is designed to help as many people as possible. In order to be a good steward of this program I agree to pay as much as I can for each session in order to increase the number of people it can help. I understand that **I can use BT credits to cover up to 75%** of the cost of each session and that **I must pay at least 25% of the cost of each session** at the time of service.
2. I understand that all payments are due at time of service. I agree to pay at time of service for any costs that are not covered by the BT credits I have earned so far and any insurance coverage that I have arranged to be paid directly to MCH / Russell Associates, LLC.
3. I understand that (BT) credits can only be used to cover **regularly scheduled Monday sessions**. I will be charged for all other services including a) sessions that do not occur on Mondays during regular business hours (9:00 am-5:30 pm for Dr. Russell and 8:00 am – 4:00 pm for Dr Baker), b) cancellations, c) emergency calls, d) psychological testing or report writing.
4. I understand that I will only earn BT credits for documented hours that are **in addition to** what I usually do. For example if you are already volunteering 2 hours a week at a soup kitchen, only the time spent at an additional program (for example, the Battered Women's Shelter) will count. The point of the program is to encourage you to do more to help others. If we are giving our gifts to you we want you to give yours to others to create a positive ripple effect.
5. I understand that if I earn more hours than I use, I can keep the credits for future use or I can donate them to anyone of my choosing or to the next client that comes into our practice that is in need.

I have read and understand the program and agree to the conditions outlined above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date