

For Chapter RFS Secretaries How to Handle Run for the Son Donations



FOR DONATIONS RECEIVED THROUGH-OUT THE YEAR:

- Mail check(s) to the CMA Support Center in Hatfield once a month. This reduces the risk of returned checks due to closed accounts or insufficient funds. DO NOT HOLD CHECKS MORE THAN 30 DAYS!
- DO NOT DEPOSIT SPONSOR'S CHECKS IN YOUR CHAPTER'S CHECKING ACCOUNT!** This practice erases the identity of the sponsor for tax reporting purposes, and could disqualify their tax deduction with the IRS. The practice of depositing sponsor checks in your chapter account is not allowed by CMA policy. **NO EXCEPTIONS!**
- Address the envelope to: CMA RFS, PO Box 9, Hatfield, AR 71945.
- Verify that memo field on each check is marked correctly.
- If the dollar amount on a check is to be spread between two or more individuals, or two or more chapters, make sure the check has "RFS VARIOUS," and a brief handwritten note is attached explaining where the money is to be credited. EXAMPLE: RFS VARIOUS
HANDWRITTEN RECAP: John Smith #111711 #938 \$100; John Smith #111711 #954 \$100
(John Smith will get individual credit for \$200; Chapter #938 will get chapter credit for \$100; Chapter #954 will get chapter credit for \$100).
- If you receive cash from a chapter fundraising event, deposit the cash in your chapter's checking account and write a chapter check to CMA. PLEASE DO NOT SEND CASH! If two or more chapters went in together on a fundraising event and you want to spread the money across the chapters, follow the example below.
EXAMPLE: RFS VARIOUS (your chapter number)
HANDWRITTEN RECAP: #38 \$100; #78 \$100; #938 \$100; #954 \$100

FOR PACKETS AFTER THE RUN:

- Collect packets from participants.
- Please use the "Pre-Populated" Recap Sheet(s) emailed to you mid April from the CMA Support Center. If you did not receive the "Pre-Populated" Recap Sheet(s), contact the support center at rfc@cmausa.org.
- For each packet, transfer the AMOUNT ENCLOSED from the packet to the line for that individual on the recap sheet. Do not send envelopes back. (If participant is not on the recap, please add them to the blank recap sheet. This is provided on the last page of the "Pre-Populated" Recap Sheet(s).) Verify that the AMOUNT ENCLOSED equals the total of the checks in the envelope. DO NOT INCLUDE PREVIOUS MONEY SENT!
- Update the T-shirt size, if needed, on the recap.
- Note any participant requesting to NOT receive their earned incentives in the COMMENT field.
- Total all money listed on the recap and write the total on the last sheet of the recap.
- Total all the checks included with the recap. Please ensure the recap total equals the total of all checks enclosed in the mailing.
- Attach a self-addressed mailing label.
- Mail all RFS **funds** and the **recap sheets** postmarked by **May 20**. **INCLUDE ONLY THE RECAP, MAILING LABEL, AND CHECKS!** **DO NOT INCLUDE ANY OTHER MATERIAL IN THE CHAPTER MAILING!**



Secretary Quick Reference

Send **ONLY** the following to CMA:

- ✓ Checks – made payable to CMA or RFS with the following info written on each check: “RFS,” member number, and chapter number. If check is made payable to chapter, endorse check payable to CMA. If check is to be divided amongst several members – record chapter number on check and write “various.” The recap will show the break-down detail.

DO NOT staple, tape, or attach anything to checks.

DO NOT send in the individual donation envelopes or donation slips.
- ✓ Recap Sheets (either pre-populated or hand-written) – must balance to total amount of checks being mailed in package. (Do NOT include previously sent in monies or automatic monthly contributions. These amounts were already recorded to the individual and will be included in their incentive totals when incentives are sent.)
- ✓ Sticky address label with the address of where you would like the incentives shipped.

UPDATE T-SHIRT Sizes

- ✓ Please update all T-shirt sizes onto the recap sheet, even if it looks like they do not qualify for a T-shirt. Participants may have submitted previous money that the RFS Secretary has no knowledge of.

INCENTIVES

- ✓ If any participant requests **NOT** to receive their earned incentives, please specify in the **COMMENT** field on the recap sheet. Incentives are calculated on the total funds raised throughout the year by each participant and will be shipped to the RFS Secretary in August. The Support Center will add the money sent in with the recap to any previous money collected from each participant to determine incentives.