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**KEY PERSON REMITTANCE INSTRUCTIONS**

**REVISED 7/1/18**

New donation envelopes are enclosed for your next Board of Child Care Auxiliary drive. Please use the following steps to ensure successful results.

1. The Auxiliary is no longer collecting membership dues. All money collected will be a donation to the Auxiliary to support the activities of the Auxiliary. Do not use and please destroy any old envelopes you may have.
2. A brief description of the Board of Child Care and the Auxiliary is enclosed for you to add to your church bulletin and newsletter when you ask for donations.
3. Ask your church’s members to fill out the donation envelopes. The donation envelopes you receive without a name filled in should be considered an anonymous donation.
4. All checks should be made out to “Board of Child Care” with “Auxiliary” written on the memo line.
5. All checks received should stay in the donor’s envelope.
6. A donor may choose to mail their donation directly to the Board of Child Care.
7. Any cash donations received should be grouped together as one check from the church’s Treasurer made out to “Board of Child Care” with “Auxiliary” written on the memo line. Do not send cash through the mail.
8. There is no need to fill out the four-part Membership List, Form ABCC-8. Please destroy any forms you may have. The Auxiliary is no longer collecting membership dues, only donations, and the pertinent information will be on the donation envelope.
9. A new remittance form is also enclosed for you to record your name and address, as key person, along with the name and address of your church. The total amount you are sending should be on the donation line.
10. Acknowledgement of any donation above the amount of $20.00 will be made by the Board of Child Care.

You, as a Key Person for your church, are the most important person in the Auxiliary. The Auxiliary Executive Committee is hoping these new changes will make your donation drives much easier. Should you have any questions or comments, please do not hesitate to contact any one of us directly. We thank you for your commitment to the Auxiliary as well as the youth and families that are served by the Board of Child Care.