**Suggestions for Keypersons conducting annual donation and special donation drives at their churches:**

1. **Strongly encourage your donors to use the pre-printed envelopes provided to you. Providing the information requested greatly assists the Board of Child Care in keeping its data base current and is necessary in order to recognize the generosity of individual donors and provide important information for tax purposes.**
2. **Remind potential donors that donations should preferably be made by check, credit card or online. Cash donations are not recommended due to the added difficulty in getting cash donations to the Board of Child Care.**
3. **If a potential donor insists on a cash donation, accept it graciously and either arrange delivery to the Board of Child Care (you can coordinate delivery with your area coordinator) or have your church convert the cash to a check.**
4. **Regardless of the method of donating, encourage the donors to complete the form on the inside of the envelope flap.**
5. **If you have extra envelopes after your fund drive, don’t throw them away. Save them for the next campaign!**

****