

CHARIOTS of LIGHT **ROLL 4 SOULS**

H2H\$ (How to Handle - Donations)

COL LEADERS, PLEASE SHARE THIS IMPORTANT INFORMATION WITH ALL YOUR MEMBERS
(2017 Roll 4 Souls Ride date is September 16, Saturday) at the COL RALLY

COL Member Information:

1. **WRITE ON DONATION CHECK:**

On each donation check's memo field, write the following before turning in:

1st - R4S

2nd - your chapter number

3rd - your member number

(for example, on the check's memo line, write: R4S #NC27 #0325)

If there is no memo line on the check, enclose a note with the information.

If you indicate two member numbers (husband/wife, etc.) the money will be split equally.

Send in all checks (made out to COL) that you have collected throughout the year until August 15th.

Remember not to hold checks longer than 14 days. Be sure to mail them in a timely manner.

2. **TURN IN DONATION CHECK(S) before August 14th WITH THE SUBTOTAL SHEETS :**

Turning checks in, you have 2 options:

a. Give checks to your COL Area assigned R4S Treasurer to mail in for you

b. Or mail them yourself directly to our Texas address:

COL / R4S

P O Box 748

Crowley TX 76036

International addresses are the JSMI offices. (*London, Ontario & Burleigh, Queensland*)

Items from COL individuals postmarked after August 14th will be credited to next year's R4S.

3. **TURN IN DONATION CHECK(S) after August 14th: (ON RIDE DAY of SEPT. 16th)**

Accumulate the checks and give them to your COL Area's R4S Treasurer with a completed R4S SUBTOTAL SHEET on the day of the Roll Ride.

4. **RETAIN SPONSOR FORMS:**

Retain sponsor forms (attached to R4S brochure) for your records in case you would like to send thank you cards, letters, etc.). The sponsor forms from R4S Brochure are *not* turned in to COL office.

5. **GIVE RECEIPT TO SPONSOR:**

Remember to give each sponsor the receipt portion on the brochure to record their giving for tax purposes.

6. **ADDITIONAL RECEIPTS UPON REQUEST:**

An additional receipt for donations greater than \$250 can be obtained from COL upon request by contacting us at info@chariotsoflight.com.

Those qualifying for the individual incentives will receive a T-SHIRT and appropriate discount certificate. It is important to make note of the Chapter # and Member # on the memo line of each check turned in for accurate records. Please indicate all T-Shirt sizes. COL items with a COL back patch are available only to full COL members who are in good standing.