

CHARIOTS of LIGHT
ROLL 4 SOULS

R4S Treasurer Instructions & Information

Filling out the SUBTOTAL Sheet
(for each and every time you mail in monies)

- 1.** Enter ONE total for each person per line; two people cannot be combined for the amount raised. List in alphabetical order with last name first, (for example: Doe, John).
- 2.** List the husband's name FIRST, and then the wife's name on the next line of the SUBTOTAL Sheet. The husband and wife's dollar amounts need to be listed separately.
- 3.** Include the COL membership number for each individual on the SUBTOTAL Sheet. If an individual is not a COL member, write "non" in the COL number block. (Non-members are not eligible for incentives.)
- 4.** List T-shirt size for each eligible person; only one T-shirt size per person. Chapters are not eligible for T-shirts and discounts; only individuals.
- 5.** If donations are given in memory of someone, a memorial is created and the donations are entered under the memorial and not the individual donating the funds. Incentives will be given to the surviving family (wife, husband, or children). Persons donating as a memorial do not receive credit for R4S incentives.
- 6.** VERIFY total money enclosed to COL is equal to the column total listed in the \$ Amount column.
- 7.** Send checks or money orders only, **no cash** please.
- 8.** Make sure the right indications are on each check's memo line.
(R4S, chapter #, member#)
- 9.** International monies will be turned in to the respective ministry office for their countries.
- 10.** Mail all R4S funds and a copy of the SUBTOTAL Sheet by August 14th.
Retain a copy for reference.
- 11.** If an individual has checks that they are expecting, do not hold the mailing for them. Encourage them to mail the checks (with R4S, chapter number, and member number) separate from your mailing to avoid missing the deadline.

THANK YOU for all you do!

COL
CHARIOTS of LIGHT
PO Box 748
Crowley TX 76036

*Passion for God * Passion for souls * Passion for motorcycles*
*Every member a soul winner * Every member a seed sower*