

CHARIOTS of LIGHT
ROLL 4 SOULS

Treasurer - Quick Reference

Send **ONLY** the following to COL:

- ✓ Checks – made payable to COL with the following info written on each check: **R4S, chapter number, and member number**. (R4S, #NC27, #0314)
If there is no memo line on the check, please enclose a note giving necessary information.
- ✓ DO NOT staple, tape, or attach anything to checks.
- ✓ DO NOT send in the individual donation envelopes or donation slips.
- ✓ SUBTOTAL Sheets are to be sent in each time you send in checks. The \$ dollar amount column 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.)

RECORD T-SHIRT Sizes

- ✓ Please record all T-shirt sizes onto the SUBTOTAL Sheet, even if it looks like they do not qualify for a T-shirt. Participants may have submitted previous money that the Area's R4S Treasurer has no knowledge of.

INCENTIVES

- ✓ If any participant requests NOT to receive their earned incentives, please specify in the COMMENT field on the SUBTOTAL Sheet.
- ✓ Incentives are calculated on the total funds raised throughout the year by each participant and will be shipped to your Area's assigned R4S Treasurer before November to disperse to appropriate recipients.

It is VERY important to have the COL Chapter # and COL Member # specified on each check when sending in monies for accuracy in crediting for incentives.

ADDRESS TO SEND Forms and Monies:

COL / R4S PO Box 748 Crowley TX 76036