

DO'S AND DON'TS FOR SPAC COLLECTIONS

DO make sure **everyone** making a SPAC donation fills out a SPAC Contribution Form **legibly**. Their check, money order or cash **must be paper clipped to it**. If you cannot read their name, please ask them to spell it and then print it on the form. (Please write “cash” near the amount if cash is given.)

DO, if a President’s Club, or Round Table pin is given note it on the form, i.e. “P pin given,” or “RT pin given.”

DO, if anyone makes an **individual anonymous contribution** in cash, include it as part of a group contribution.

DO make sure group collection moneys are submitted by money order or cash only.

DO make sure a branch (or group, or convention etc.) collection is accompanied by a completed **SPAC Branch or Group Collection Form**. On the memo, the “Amount collected” refers to the total **anonymous cash contributions**. It should not include individual contributions collected at the same time, whether cash, check or credit card. (Refer to the first item on this list.)

DO, if you have a question on accepting a contribution, ask Ted Keating or his secretary Jill Barrett if it is legal. NAPS Headquarters telephone: 703-836-9660.

DO'S AND DON'TS FOR SPAC COLLECTIONS continued

DO NOT accept a NAPS or Auxiliary branch check or credit card for *any* type of SPAC contribution.

DO NOT accept moneys for group collections if they are drawn on a personal, NAPS branch or NAPS Auxiliary check or credit card.

DO NOT ACCEPT CONTRIBUTIONS FROM NON-MEMBERS OF NAPS. (Accept ONLY from regular, associate and Auxiliary members.) Retirees who are not associate members may *not* contribute to SPAC.

DO NOT accept a check from one person designating a donation for another person.

DO NOT accept a check made payable to an individual and signed over to SPAC.

DO NOT accept a corporate check unless the signer is the *sole owner* of the company *and* the check is made payable to SPAC *and* it is for the signer's individual contribution.