

# DO'S AND DON'TS FOR SPAC COLLECTIONS

**DO** make sure everyone making a contribution to SPAC is a current member (regular or associate) of NAPS or the NAPS Auxiliary.

**DO** make sure **everyone** making a SPAC donation fills out a SPAC Contribution Form **legibly**. Their check or money order **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.

**DO NOT** Send Cash to NAPSHQ.

**DO**, if a SPAC Club, President's Club, Round Table, Elite Club or Ultimate Club pin is given note it on the form, i.e. "P pin given," or "S,R,E or U pin given."

**DO** make sure group collection moneys are submitted by money order 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 contributions (which all must be put into a money order before submission)**. 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, please discuss its legality with NAPS Legislative Training Coordinator Seth Lennon. NAPS Headquarters telephone number is 703-836-9660.

**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'S AND DON'TS FOR SPAC COLLECTIONS continued**

**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 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 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.