

**Submit Donations and
Remittances Regularly to
the ENF Office**





Introduction

An important ENF Chair duty and responsibility is to send regular remittances to the ENF office. We all strive to properly and promptly credit and thank donors for their gifts.

This course will explain remittances and how to submit them efficiently and accurately.

Submit donations and remittances regularly to the ENF office.



What is a remittance?

What is a remittance? A remittance is a form or report used to submit donations and donor information to the ENF. As part of the ENF Chair Duties and Responsibilities, the ENF asks that you submit remittances regularly throughout the year.

As ENF Chair, you collect funds from donors, then submit the gifts to the Foundation. Whether you send one check covering multiple donations or several checks from multiple donors, you need to include each donor's information so the ENF can properly credit the gift to that individual or group. You may work with the Lodge Secretary or Treasurer to report accurate information.



Why use a remittance?

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A remittance lets the ENF know who donated and how to credit the donation. It distinguishes between funds donated from individual Lodge members, and a donation from the Lodge.

Using a remittance allows the ENF to properly credit and thank donors for their gifts. Following a gift, the ENF sends an acknowledgement letter directly to the donor, which serves as both a thank you and a receipt for tax purposes. Without knowing who donated the funds, the ENF is unable to thank them.

Submitting a remittance is critical to recognizing ENF donors, especially those who are working toward the next cumulative giving level or membership in the ENF Loyalty Club. The ENF can't send recognition pins or other items without crediting the gift to the donor. You'll learn more about individual recognition programs in the recognition class.

Following the tips on the next pages will help you submit accurate remittances and keep up-to-date records.

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TIP: Use a Remittance Template

Use remittance templates. Remittance forms are an efficient and easy way to share donation and donor information when submitting donations to the ENF. There are four types of remittance templates available to assist you in submitting donations, which are detailed on the following pages:

- Online Remittance Form
- Remittance Form Packet
- Donor ID Report
- Donor Cards



Online Remittance Form

The Online Remittance Form is a new, easier way to submit donor information to the ENF, replacing cumbersome and time-consuming paper forms. Follow the online instructions to complete the Online Remittance Form, then mail a copy of the form with a check matching the total donation amount to the ENF office.

In addition to saving time, the Online Remittance Form allows for neater, more consistent remittances, resulting in fewer errors and faster processing. Chairs will also be able to access archived Online Remittance Forms for their records, and for future reference.

The Online Remittance Form is available in the Forms and Lodge Chair Only sections of the website, and may also be accessed by Secretaries through CLMS.

Submit donations and remittances regularly to the ENF office.



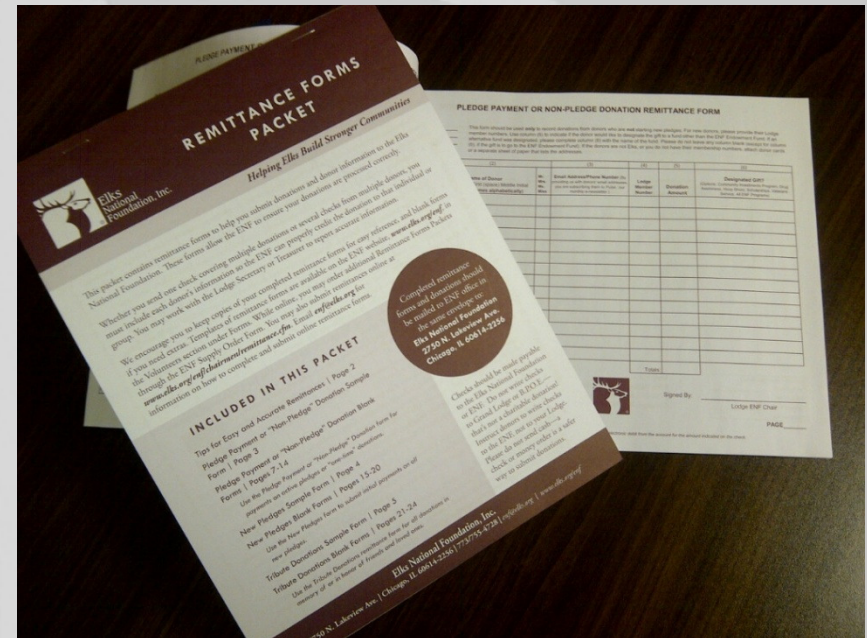
Remittance Packet

The remittance template set-up is formatted as a spreadsheet; it includes a tab for each type of donation, as well as a sample tab for each to show you how to complete the form. These templates are especially helpful when submitting gifts from new donors, setting up a new pledge, or sending in a complicated tribute gift.

- Templates of remittance forms are available under forms in the Volunteers section of www.elks.org/enf.



You may also order a preprinted packet of forms through the ENF Supply Order Form.



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Donor ID Report

An easy option to submit donations from current ENF donors is the Donor I.D. Report.

The Donor ID report is available to Lodge ENF Chairs in the Lodge Chair Only section of the ENF website, and lists the name, ENF Donor ID number and membership number for all active donors in your Lodge, and a blank space to record the donation amount from each donor.

Print this to use as a remittance form! Simply write the donation on the blank line next to the Donor's name and send that to our office with the check. This report is also available to Lodge Secretaries in CLMS under ENF Reports.

ENF Record of Donations - Windows Internet Explorer
http://www.elks.org/Chicago/MS/Report/ENFDonorID.cfm?sampleReport=true

Elks National Foundation
Find out how you can help **Donate Today**

Elks National Foundation - Donor ID Report
Lodge Number: 7777

Donor ID	Name	Memb. #	Gift Amount
99929	Mr. Sean Connery	157	_____
99920	Mr. Donald Draper	131	_____
99912	Mr. John Elway	115	_____
99924	Mr. Harrison Ford	139	_____
99927	Ms. Rachel Green	150	_____
99915	Ms. Faith Hill	120	_____
99926	Mr. Jimmy Johnson	143	_____
99999	Mr. Michael Jordan	110	_____
99923	Ms. Diane Keaton	137	_____
99914	Mr. Gregory Maddox	118	_____
99916	Mr. Timothy McGraw	122	_____
99931	Mr. Philip Mickelson	162	_____
99910	Mr. Scott Pippen	112	_____
99917	Mr. Timothy Riggins	123	_____
99918	Mr. William Riggins	127	_____
99911	Mr. Dennis Rodman	114	_____
99922	Ms. Susan Sarandon	135	_____
99932	Mr. Thomas Selleck	164	_____
99921	Mr. Roger Sterling	133	_____
99919	Mr. Eric Taylor	130	_____
99928	Mr. Joseph Tribiani	155	_____

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Donor Cards

A Donor Card is a handy tool to use for new ENF donors and tribute donations.



ENF Donor Cards are available online through the supply order form and may be printed from the Media/Brochures section of the ENF Website. They can be passed out to donors, or you can keep a supply and fill them out yourself to send to the ENF. These cards are especially helpful to organize new donors and tribute donations, or to help someone start a monthly gift and join the Fidelity Club. Remember, the ENF creates a new record for each new donor, so the more information you provide, the more thorough and accurate our records will be in serving them.

When in doubt about best practices or when dealing with a unique gift, contact the ENF office for help.

Elks National Foundation, Inc.

Please Print: Last Name _____ First Name _____ Middle Initial _____ Title (Check One) _____ Birthday _____

Street Address _____
City _____ State _____ Zip Code _____ Phone number _____

Gift Types: Enclosed is my donation of \$50 \$100 (Peace) \$250 (Justice) Other \$ _____
 I would like to pledge: \$ _____ (total amount) I have enclosed my initial payment of \$ _____
Please send me reminders: Annually Semi-Annually Quarterly Monthly
 I would like to make a tribute of: \$ _____ In Memory of In Honor of _____
Notification of gift should be sent to: Name _____
Address _____

I would like to make a monthly donation to the ENF by:
 Changing my credit card the agreed monthly amount of \$ _____ (Enter card information below)
 Drafting my bank account monthly. (Please enclose a voided check for accuracy)
Bank Draft Start Date 15th 25th of the month. Monthly Draft Amount \$ _____

Payment Method: I have enclosed a check.* Please mail checks payable to:
Elks National Foundation, 2750 N. Lakeside Avenue, Chicago, IL 60614-2256
 Please charge my credit card: Visa MC AmEx Discover Account No. _____
Your Signature _____ Expiration Date _____

*The ENF is authorized to use information from the check to make a one-time electronic debit from the account and for the amount indicated on the check.

Favorite ENF program:
 Scholarships Hoop Shoot
 Drug Awareness State Grants
 Veterans Community Investments

Sign me up for *Pulse*, the ENF's email newsletter.

Donor I.D. _____
Lodge Name _____ State _____
Lodge No. _____ Mem. No. _____
Email Address _____

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TIP: Provide ENF Donor ID Numbers

Provide ENF Donor ID numbers. The ENF Donor ID number is a ten-digit number, starting with 100, which uniquely identifies donors in the ENF database. Providing the ENF Donor ID number when submitting donations ensures the ENF keeps donor records as accurate as possible.

ENF Donor ID numbers are stored in the Online Remittance Form, but if you're using another type of remittance form and need a donor's ENF Donor ID number, look it up on the Donor ID Report or History of Donations report available to you online. For new donors without a Donor ID, include the donor's membership number, mailing address, and any other contact information you have available.



TIP: More is Better

The more information the better! If you're unsure what donor information is needed, or how much information to include with a remittance, then provide as much as you have available. "Less is more" does not apply here! The ENF needs our records to be as complete as possible so we can best serve you and our donors. Including an email address, phone number and birthday help, too!

Submit donations and remittances regularly to the ENF office.



TIP: Say No to Nicknames

Say no to nicknames. They may be Ed, Jimmy and Bud to you, but according to our records they are Clarence, James and William. Many duplicate records have been created because the name indicated a new donor. This is also where ENF Donor ID and Lodge membership numbers come in handy—they can help us identify a donor. Feel free to include a nickname in addition to, but not instead of, the donor's full name.



TIP: Spelling Counts

Spelling counts. Spelling errors on a remittance are often the source of a duplicate record in our database. Submitting a donation for John Smyth under the name Jon Smith will result in the creation of a new record for the donor. Keep in mind that the donor will not have an accurate giving total, and we'll send an acknowledgement letter with an embarrassing misspelling.

The ENF Donor ID report, along with other Lodge Chair Only reports can help you determine the correct spelling of your donor's names. To avoid spelling errors, use the Online Remittance Form. Also, please inform the ENF of misspelled names so we may update our records.



TIP: Alphabetical Order is Preferred

A, B, C, D... Alphabetical order is preferred when possible. It might seem like a small thing, but it helps our gift processors credit donations more quickly and efficiently.

Submit donations and remittances regularly to the ENF office.



TIP: Keep it Neat

Keep it neat. Type remittances if you are able to; otherwise, please print clearly. Easy-to-read paperwork speeds up the time it takes the ENF staff to process your donations and is the best safe-guard against mistakes.

This is where the Online Remittance Form or ENF Donor ID report come in handy—use these remittances to avoid having to handwrite donors' names.



TIP: The Clock is Ticking

The clock is ticking! Lodge ENF Chairs often remark that they hold donations instead of sending them directly to the ENF. The reasons vary—most commonly a Lodge doesn't want to 'show their hand' to other Lodges in the per-capita competition. Other reasons include collecting a stack of donations versus just two or three, or not wanting to bother the treasurer for a small check to the ENF.

Submit donations and remittances regularly to the ENF office.



Donations are Time Sensitive

Holding checks negatively impacts donors, Lodges and the ENF.

Donations are time sensitive. The ENF deposits checks within 24 hours of receiving them, putting the donations to work right away. Don't let those contributions sit in the Lodge account or worse, on a desk at the Lodge!

Donors want and deserve to be thanked for their gift, which can't be completed until the ENF receives and processes the check. Donors should be able to balance their checkbooks and avoid the fees that come with returned and stale-dated checks. The worst-case scenario of holding checks? The donor never gives again. This happens all too often in situations like this—a donor is upset because he or she feels the Lodge mishandled the donation, and was never thanked for the gift.

Please remember to send in regular remittances.



TIP: Be Conscious of Pledges

Be conscious of pledges. Don't start a pledge for a donor who didn't ask for it. Keep in mind, the ENF office sends annual pledge reminders to donors with open pledges, and records an outstanding balance for the unpaid portion of a pledge. When a donor receives a reminder for a pledge donation he or she didn't intend to commit, it's confusing and a real turn-off to the ENF.

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TIP: Explanation Needed

Explain the tough stuff. Real people open and read the mail you send to the ENF office. If you're sending a remittance that seems confusing, write a note to clarify and include your contact information so a staff member can follow up if necessary.

Submit donations and remittances regularly to the ENF office.



TIP: Pay to the Order of ENF

Pay to the Order of? Make sure the check is made out to the Elks National Foundation or ENF. Do not write checks out to Grand Lodge or B.P.O.E.—that's not us! We can't deposit checks that aren't ours, just like you can't deposit checks written to the ENF. Make it simple. Instruct your donors to write checks to the ENF— not your Lodge.

Submit donations and remittances regularly to the ENF office.



TIP: Please don't...

Please don't... Do not tape or staple checks to paperwork. This slows down processing. The Donor Services team has more than 70 years combined experience in processing donations and they will match checks with donors.

Also, please don't send cash! A check or money order is a much safer way to submit donations.



TIP: Keep it Together

All together now. Having all of the pieces needed is critical to accurate and efficient gift processing. This means we not only need the check, but we need to know who is to be credited. Please pass this information along to the Secretary or Treasurer mailing the check. Sending the funds in without the remittance slows processing. Adjustments can take 6 to 8 weeks.

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TIP: Mail It In

Mail it in. Now that you've accurately completed your remittance, mail the checks and remittance forms to ENF headquarters:

Elks National Foundation, Inc.
2750 N. Lakeview Ave.
Chicago, IL 60614

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Donation Processing

Now that you've mailed your remittance and check(s) to ENF, you're probably wondering what happens when we receive the donations.

Following the daily mail delivery, we open and examine every piece of correspondence. This is no ordinary mail delivery! On an average day, the ENF receives approximately 60 checks totaling \$5,000 to \$25,000. Keep in mind that those 60 checks do not equal just 60 donations—each check may represent dozens or even hundreds of individual donations, sent in with a remittance. On a busy day in March, we might receive more than 250 checks totaling close to \$100,000!

Donations and remittances are then broken out into small batches for the gift processors to manage. All checks are deposited within 24 hours of receiving them in our office—we put donations to work right away!

Donations typically take 1 to 2 weeks to process. Lots of factors can increase or decrease that processing time, including sending in remittances without clear donor information or neat paperwork.

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Did We Receive Your Check?

Unfortunately, due to the volume of mail and our processing procedure, we aren't able to verify receipt of donations until they are fully processed. Your best bet to verify that we received your donation is to check with your bank to see if the check has cleared—remember, we deposit all checks within 24 hours of receiving them. You can also keep an eye on the Reports and Standings for your Lodge or State, which is updated weekly.

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Fiscal Year Information

All mailed donations must be in the ENF office by Monday, March 31 to count toward the 2013-14 fiscal year. Donors may also give online until 11:59 p.m. Central Time on March 31.

Anything received after business hours on March 31 will count toward the next fiscal year.

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Need Help?

Don't forget that ENF staff is here to help! When in doubt about best practices or when dealing with a unique gift, contact the ENF office for help at enf@elks.org or 773/755-4728.

Thank you for helping us to properly credit and thank the donors in your Lodge.

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