



## ENF Remittance Form Tips

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- **Mail checks and remittance forms to:**  
Elks National Foundation  
2750 N. Lakeview Ave.  
Chicago, IL 60614
- **Use remittance templates!** Templates of our forms can be accessed online in the Volunteers section of [www.elks.org/enf](http://www.elks.org/enf) under Forms. They are also available on your ENF Chairperson Computer Based Training Disk. The remittance template includes a tab for each type of donation, as well as a sample tab for each to show you how to complete the form.
- **Provide ENF Donor ID numbers if you have them.** Donor IDs help ensure we keep donor records as accurate as possible. If you don't have a donor's ENF ID number, include the donor's membership number and mailing address so we can identify them.
- **Use a Donor Card for new ENF donors.** We need to create a giving record for each new donor, so the more information you can provide, the more thorough their records will be. See the Supply Order Form in the Volunteers section of [www.elks.org/enf](http://www.elks.org/enf) under Forms, or reference your ENF Chairperson Computer Based Training Disk for more information about Donor Cards and how to order them from our office.
- **When in doubt, provide more information!** If you're unsure how much information to include with a remittance, the best rule is to provide as much as you have. "Less is more" does not apply here! We want our records to be as complete as possible so we can serve you and our donors best.
- **Keep it neat!** Type remittances if you are able to; otherwise, please print clearly. It really makes a difference!
- **Be conscious of pledges.** Don't start a pledge for a donor who didn't ask for one. Keep in mind, our office sends annual pledge reminders to donors with open pledges. Receiving a reminder for a donation you didn't sign up for is confusing!
- **We're listening!** Real people open and read the mail you send us. If you're sending a remittance that seems confusing, write a note to clarify and include your contact information so we can follow up if necessary.
- **Use the online reports ENF provides for you.** The Donor ID report and the Dues Mailing report both show Donor ID numbers for your Lodge's donors. Access these reports in the Lodge Chair Only section of [www.elks.org/enf](http://www.elks.org/enf) and print them to use as a remittance form.
- **Questions?** We're here to help! Contact ENF at 773/755.4728 or [enf@elks.org](mailto:enf@elks.org).