

WELCOME

2025-26 ENF Team

Elks National Foundation, Inc.

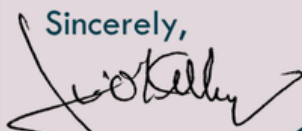
2750 N. Lakeview Ave., Chicago, IL 60614-2256
773/755-4728 | elks.org/enf | enf@elks.org

Dear Team ENF,

Thank you for volunteering your time and service to further our mission of building stronger communities!

As a 501(c)3 public charity, the ENF relies on hardworking volunteers like you to thank our donors. To acknowledge our supporters, we need to know gift amounts, donor names and membership numbers. The tools included in this packet will help your Lodge Secretary, ENF Fundraising Chair, and Treasurer submit remittances and donations in an accurate and timely manner.

Sincerely,



Jim O'Kelley
Director

Your Lodge's appointed ENF Fundraising Chair must register themselves online for the 2025-26 fiscal year at enf.elks.org/volunteers.

To access important ENF information and donor reports, registration must be completed every year.

Chair designations in CLMS do not replace registration.

ENF BASICS



The ENF is a 501(c)3

All donations to the ENF are voluntary and tax deductible.



Donations should be sent promptly

Donations need to be submitted as soon as they are received so the ENF can send donor acknowledgements in a timely manner.



Donations are not mandatory

Donating to the ENF is not a requirement of Elks Membership.



Dues donations are remitted in CLMS

Donations received with membership dues should be logged in CLMS. Continue reading to learn how!



All other donations are remitted online

Donations collected throughout the year should be logged in the Online Remittance Form, not CLMS. Continue reading to learn how!

To order ENF promotional materials, free of charge, visit enf.elks.org/supplies. Be sure to order the updated supplies available for the 2025-26 fiscal year and recycle old materials.



HOW DUES DONATIONS GET TO THE ENF



1. Elks pay their dues

If your Lodge includes an optional donation to the ENF on its dues statement, Elks will submit a single payment for the donation and membership fees.



2. Lodge receives dues payments

Dues and optional payments, like ENF donations, are deposited into the Lodge's bank account.



3. Dues are recorded in CLMS

Dues and donations are logged in CLMS and stored on member records.



4. Lodge Secretary runs the ENF Donations with Dues Report

Once dues and other payments have been recorded in CLMS, run the report in the ENF tab called **"Remittance Sheet for ENF Donations Included with CLMS Dues."**

Enter a date range for the report, starting with the first day dues payments were logged (usually January or February), and ending with the day the report is generated. Select **"Transmit Data to ENF"** at the top of the report.



5. Lodge sends dues donations to the ENF

Now that you've generated the Donations with Dues Report, it needs to be sent to the ENF with the accompanying donation. You can submit the donations online or through the mail. If you wish to mail the donation, click the button at the top of the page to print the report and include the printed list with your check. For online donations, make note of the six-digit Batch ID number listed at the top of the report. Use this six-digit Batch ID number to identify your donation in the comments section of the online donation form.

The ENF must receive a printed copy of the report or a Batch ID number to credit individuals for their donations.



CLMS is the Grand Lodge's membership database and should be used as a record-keeping tool, not a payment system. The ENF is not notified of any information entered in CLMS.



HOW ALL OTHER DONATIONS GET TO THE ENF

Elks donate directly to the ENF

Donations can be made by anyone, anytime, using the ENF's online form at enf.elks.org/donate.

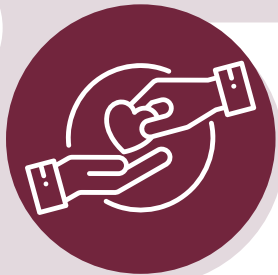
Individuals can also mail donations directly to the ENF, donate through their employer, and give through an automatic monthly donation.

Did you know?

Donations made directly to the ENF still count toward your Lodge's per-member-giving totals.



OR



1. Elks donate at the Lodge

When members donate to the ENF at a Lodge event, be sure to record their name and membership number. If they're a non-member, spouse, or visiting member, the ENF will need their address to thank them.



2. Your Lodge's Team ENF records donations to be sent in

Keeping record of individual donors at your Lodge allows the ENF to acknowledge and recognize the donor. Plus, it is essential if the donor wants to claim the donation on their taxes.

The fastest and easiest way to record donations is with the **Online Remittance Form**, which can be used in place of traditional remittance sheets, spreadsheets or Donor ID reports.



3. Donations are sent to the ENF with a donor list

After all donations are entered into the Online Remittance Form, click "Submit Remittance form to ENF."

Then, send a printed copy of the form with the payment or include the six-digit Batch ID number in the comments of an online donation.

Please mail checks and paperwork without staples, tape or paperclips.



Check out the next page to learn how to use the Online Remittance Form!



USING THE ONLINE REMITTANCE FORM



Where can you find it?

Lodge ENF Fundraising Chairs can access the Online Remittance Form from the Fundraising Chair Dashboard at enf.elks.org/volunteers under “Forms to submit Donations.”

Lodge Secretaries can access the form in the ENF Reports section of CLMS.

Why should you use it?

Not only is the Online Remittance form the fastest and easiest way to record donations, but, unlike the CLMS Remittance Sheet, the Online Remittance Form allows you to designate donations to the donor's ENF fund of choice.

Using the Online Remittance Form can also earn your Lodge Chair Challenge points, potentially leading to more grant money going back into your community! Visit enf.elks.org/ChairChallenge to learn more.



How do you complete the form?

- Choose a donor's name from the drop-down menu, then click “select donor.”
 - The donor's name, member number, and ENF Donor ID number are already filled in—you'll just need to select a fund (if specified by donor) and input the donation amount.
- If the donation is from a new donor, select [Add New Donor: Individual] from the top of the drop down menu.
 - Be sure to enter the donor's full name and member number. Your spelling will appear on the donor's acknowledgement.
- If the donation is the initial payment on a new pledge, click “yes” and enter the total pledge amount.
- Repeat steps until all donations are entered.
- **Click “Submit Remittance form to ENF.”**



The ENF is here to help!

Let us know about deceased donors, Lodge transfers or demits, name misspellings, and duplicate records.

Remittance form questions?
pledges@elks.org \ 773/755-4764



How do you send it to the ENF?

A printed copy of the form or the Batch ID Number must be included with the payment.

- The Batch ID Number can be written on a quick note if mailing a check or included in the comments section of an online payment.
- Handwritten corrections can be made to the form after printing.
- The payment amount should match the remittance total.



WHAT TO AVOID



When best practices—as detailed in this packet—are not followed, the ENF's 501(c)3 public nonprofit status is put in jeopardy, IRS regulations could be violated, and donors lose trust in the ENF, Lodge and B.P.O.E. Read below to learn how you can help prevent these outcomes.

1 Do not credit volunteers for fundraiser donations they did not make

Best practice with a fundraiser is to make note of each donor. If that's not possible, fundraiser donations should be credited to the Lodge. Donations should not be split between volunteers to receive credit for someone else's donation.

6 Do not give credit to a member for a donation made by another

When someone donates to the ENF, their name must be attached to their donation. Similarly, donations made by individuals should not be credited as a Lodge donation.

2 Do not make a donation to the ENF mandatory for members

The ENF is a charitable organization, much like Make-A-Wish, and donations are not mandatory.

4 Do not make a donation on behalf of a donor

Only individual donors who have voluntarily contributed to the ENF should receive credit for gifts.

7 Do not use the ENF's 501(c)3 Charity tax ID for Lodge programs

A Lodge cannot claim the ENF's IRS Tax ID or 501(c)3 status. This could jeopardize the ENF's public charity status.

3 Do not ask a State Elks representative to mail donations for you

Donations should be sent directly to the ENF to avoid withholding and misplacement.

5 Do not deposit checks made out to the ENF

The Lodge can't legally deposit a check made out to the ENF. Send the check and donor's information to the ENF in a timely manner.

8 Do not hold donations

Withholding donations could prevent a donor from claiming a donation on their taxes, increase the risk of misplacing donations, and impact Lodge grant qualifications.