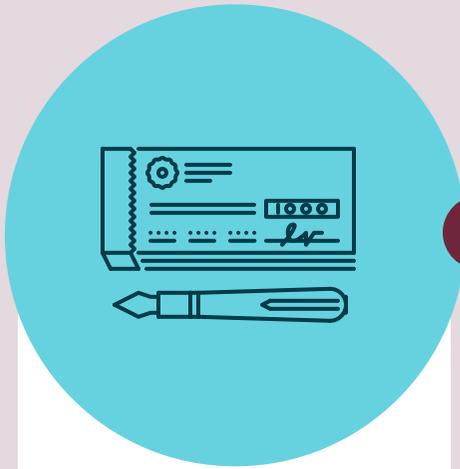


# How Dues Donations Get to the ENF



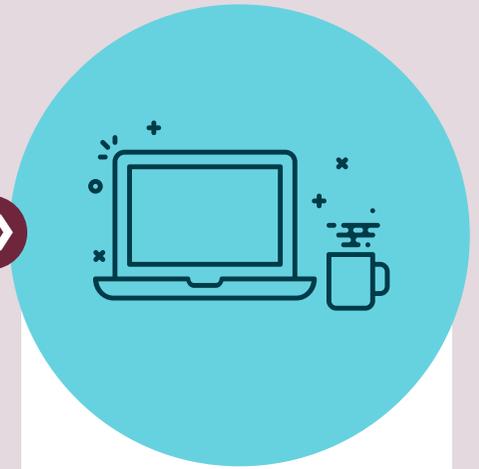
## Elks Pay Their Dues

Many Lodges choose to include an optional donation to the ENF in their annual dues statement. When that happens, Elks will submit a single payment to cover the donation as well as the Lodge, magazine, and GL fees.



## Lodge Receives Dues Payments

Elk's dues and optional payments are deposited into the Lodge bank account.



## Dues are recorded in CLMS

Dues and optional payments are logged in CLMS and stored on member records. **CLMS is Grand Lodge's membership database and can be used as a record keeping tool—not a bank payment system. The ENF is not notified of any information entered in CLMS.**



## Lodge Runs the ENF Donations with Dues Report

Once dues and other payments have been recorded in CLMS, the report "**Remittance Sheet for ENF Donations Included with CLMS Dues**" needs to be run based on a date range. The first date in the range is the first day dues payments were logged in CLMS for the new fiscal year (usually January or February). The second date is the day the report is run.

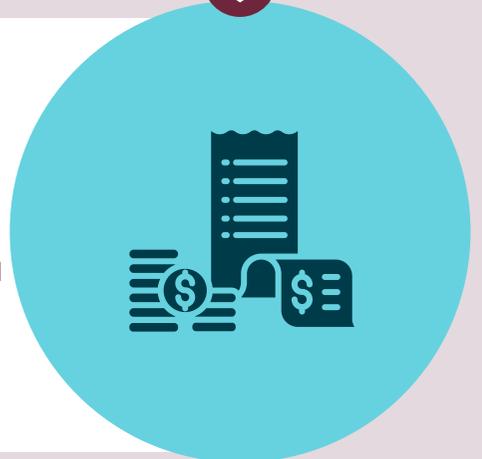


If the report does not pull donations when run, read [these instructions](#) on setting up your report. Questions? Call us!



## Lodge Sends Dues Donations to the ENF

A check or credit card payment is made to the ENF that totals the amount of donations the Lodge received through the annual dues statement. A printed copy of the report or the batch ID number on the report needs to be included with the payment. If the ENF does not receive a copy or batch ID number we will not know there is a list of individual donors to be credited to the payment.



## Need Help? Call Us!

Email us at [Pledges@elks.org](mailto:Pledges@elks.org)

We love opportunities to connect with and help volunteers. Please reach out.

Call us at 773/755-4764