**INSTRUCTIONS: PROCESSING CHECKS FOR TECH TREK**

**2022**

*Deposit Transmittal forms are posted at* [*https://specialprojectsfund-ca.aauw.net/*](https://specialprojectsfund-ca.aauw.net/)

*(Select Forms in the top menu)*

1. All checks sent to SPF for Tech Trek **must** be payable to AAUW CA SPECIAL PROJECT FUNDS (SPF). In the memo line, you can add Tech Trek, Camp Name and Branch Name.
2. Donations to AAUW CA SPF are tax deductible – AAUW CA SPF is a 501(c)3 charitable organization.
3. AAUW CA SPF will mail an acknowledgment letter for each donation of $250.00 or more. Branches should acknowledge each donation of $249.00 or less.
4. Branches must use the Excel spreadsheet Deposit Transmittal form included in the branch packet and on the website <https://specialprojectsfund-ca.aauw.net/> when sending checks. **Please discard any similar forms from past years.**
5. Branches mail checks to their Camp Treasurer. Treasurers’ contact information is listed on page 2 of these instructions.

The following system provides accurate records for branch and camp treasurers and adheres to IRS rules. Checks will continue to be payable to AAUW CA SPF.

**Tech Trek 2022 Financial Procedures**

* Any checks written in 2022 for Tech Trek must be sent by the Camp Treasurer to SPF by December 1, 2022.
* Any checks written to the branch and deposited into the branch Tech Trek bank account will not be tax deductible to the individual donors.
* Branch will complete the Deposit Transmittal form. Completing the form simply involves entering each check to be sent to the Camp Treasurer. If the branch coordinator or treasurer chooses not to complete the Excel form, someone else in the branch may do so. Please use only the new Transmittal Form included in this Branch Packet or posted on the website.
* Branches will e-mail an electronic version of the completed spreadsheet to the Camp Treasurer. (See the list of all Camp treasurers, printed at the end of these instructions.)
* The Branch Treasurer will print a copy of the spreadsheet and mail it, with the checks, to the Camp Treasurer.
* Checks must not be held longer than 14 days.
* Camp Treasurers will notify the branch by e-mail when checks are processed and mailed to AAUW CA SPF.
* If procedures are not followed, you may be asked to re-do the form or request donors to rewrite checks, causing delays.
* Online donations through AAUW CA SPF website is now available if your members prefer to donate online. Visit the donation site here: <https://specialprojectsfund-ca.aauw.net/donate/>. The donations are through Paypal, but the donor does not need to create a Paypal account.
* Donors can also use their credit cards or Paypal through the national AAUW website, although it is recommended that donations be made through the California website discussed above. Donors can use their credit cards or PayPal for donations to a specific California camp through the national AAUW website, but a specific branch cannot be designated. <https://www.aauw.org/what-we-do/stem-education/tech-trek/>
* AAUW National deposits the check and transmits monthly deposits to AAUW CA SPF for the camps. SPF will notify the Camp Treasurer and the Financial Liaison of the deposit. Upon notification from SPF, the Camp Treasurer will advise the branch of receipt and deposit of the check.
* **Sometimes corporations or foundations prefer to mail directly to AAUW CA SPF or use an application:**
* Branches will request in writing that the check be made payable to AAUW CA SPF, with Tech Trek on the memo line. If it is for a specific camp, that can also be specified in the memo line.
* Branch will give the donor the address: AAUW CA Special Projects Fund, PO Box 160067, Sacramento, CA, 95816-0067.
* The branch or donor needs to complete the Donor Designation and Matching Gifts Form found in the packet or <https://specialprojectsfund-ca.aauw.net/forms/>
* The completed form should be emailed to SPF at [spf-ca.finance@aauw.net](mailto:spf-ca.finance@aauw.net), the Tech Trek Financial Liaison at [techtrek-finance@aauw-ca.org](mailto:techtrek-finance@aauw-ca.org), and the appropriate Camp Treasurer.
* AAUW CA SPF will deposit the check into the camp’s account and notify the Camp Treasurer and the Financial Liaison of the deposit. Upon notification from AAUW CA SPF, the Camp Treasurer will advise the branch of receipt and deposit of the check.
* If the donor will be utilizing an application to transfer the funds, please contact the SPF to coordinate with them at spf-ca.finance@aauw.net.

TECH TREK CAMP TREASURERS 2022

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| **Sonoma State U.**  Rory Keller  210 West Street  Petaluma, CA 94952  707-763-2072  [rory@sonic.net](mailto:rory@sonic.net), [tt@rorymail.com](mailto:tt@rorymail.com) | **Fresno**   |  |  | | --- | --- | | Sue Jennings | | | 2616 Oak View Court | | | Bakersfield, CA 93311 | | | 661-204-9106 | | | [suejbakersfield@gmail.com](mailto:suejbakersfield@gmail.com) | | |  |  | | **UC-Davis**  Gail Johnson (don’t include Gail’s name on the envelope when mailing checks)  AAUW Tech Trek  P.O. Box 4165  Davis, CA 95617  530-756-1207  [gejohnson08@comcast.net](mailto:gejohnson08@comcast.net) |
| **Stanford-Curie**  Sue Campbell  3101 Westside Rd.  Healdsburg, CA 95448  707-473-9663  [suecampbell21@aol.com](mailto:suecampbell21@aol.com) | **Stanford-Hopper**  Gail Chesler  2914 Fyne Dr.  Walnut Creek, CA 94598  925-286-2548  [techtrek.gc@gmail.com](mailto:techtrek.gc@gmail.com) | **UC-San Diego**  Pamela Meyer  11894 Caminito Corriento  San Diego, CA 92128  619-855-4071  [Pqmela.me4@gmail.com](mailto:Pqmela.me4@gmail.com) |
| **UC Santa Barbara**   |  |  | | --- | --- | | (Blackwell and Hypatia)  Vanessa Otto |  | | 3286 Penzance Avenue | | | Camarillo, CA 93010 | | | 805-389-0063 | | | [votto@ootto.com](mailto:votto@ootto.com) | | | **Whittier College**  Kay Clark  11915 Inez Street, Unit 8  Whittier, CA 90605  562-944-3424 (H)  310-890-6519 (C)  kayclark310@gmail.com   |  |  | | --- | --- | |  |  | |  | | |  | | |  | | |  | | |  |

•**State Financial Liaison:** Susan Stecklair 5869 Castano Dr. San Jose, CA 95129 [susanps@sonic.net](mailto:susanps@sonic.net) or [Techtrek-finance@aauw-ca.org](mailto:Techtrek-finance@aauw-ca.org)

**• State Program Director:** Karen Manelis, 805 NW 17th Cir., Battle Ground WA 98604 [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org) or [ktmanelis@yahoo.com](mailto:ktmanelis@yahoo.com)