

INSTRUCTIONS: PROCESSING CHECKS FOR TECH TREK



*Deposit Transmittal forms are posted at <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 SPF. In the memo line, you should 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.
- Branches must complete the Deposit Transmittal form. Completing the form simply involves entering each check sent to the Camp Treasurer. Please use only the new Transmittal Form included in this Branch Packet or posted on the website.
- Branches will email 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 email 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 are 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 preferred that donations be made through the California website discussed above. Donors can use their

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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. If that is the case:**
- 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, the Tech Trek Financial Liaison at 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.

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TECH TREK CAMP TREASURERS 2022

Sonoma State University Rory Keller 210 West Street Petaluma, CA 94952 707-763-2072 rory@sonic.net , tt@rorymail.com	Fresno State University Sue Jennings 2616 Oak View Court Bakersfield, CA 93311 661-204-9106 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
Stanford-Curie Sue Campbell 3101 Westside Rd. Healdsburg, CA 95448 707-473-9663 suecampbell21@aol.com	Stanford-Hopper Gail Chesler 2914 Fyne Dr. Walnut Creek, CA 94598 925-286-2548 techtrek.gc@gmail.com	UC-San Diego Pamela Meyer 18755 West Bernardo Dr Apt 1107 San Diego, CA 92127 619-855-4071 Pamela.me4@gmail.com
UC - Santa Barbara (Blackwell and Hypatia) Vanessa Otto 3286 Penzance Avenue Camarillo, CA 93010 805-389-0063 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	Virtual Camp Kathy Ford 6429 Parklynn Drive Rancho Palos Verdes, CA, 90275 310-753-6468 (C) kjsford@me.com

State Financial Liaison: Susan Steckclair 5869 Castano Dr. San Jose, CA 95129
susanps@sonic.net or Techtrek-finance@aauw-ca.org

State Program Director: Karen Manelis, 805 NW 17th Cir., Battle Ground WA 98604
techtrek@aauw-ca.org or ktmanelis@yahoo.com