

INSTRUCTIONS: PROCESSING CHECKS FOR TECH TREK 2022

1. All checks sent to SPF for Tech Trek **must** be payable to AAUW CA SPECIAL PROJECTS FUND (SPF) or AAUW CA 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 should coordinate with their Camp Treasure(s) as to the proper form and procedures. Attached please find a sample Deposit Form. This Branch Deposit Form should not be used for deposits sent directly to SPF as it is not their official form, and may cause confusion.

Tech Trek 2022 Financial Procedures

Normal Branch Check Processing

- Any checks for Tech Trek must be received by SPF by December 1, 2022 in order to guarantee processing by the end of the year.
- Any checks written to the branch and deposited into the branch Tech Trek account will not be tax deductible to the individual donors.
- Branch Treasurers will complete the Branch Deposit form. Completing the form simply involves entering the details for 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.
- 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 (Recommended on-line option)

- Online donations through AAUW CA SPF's website are now available if 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.

Online Donations through AAUW National's Website (not recommended)

- 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.
- AAUW National will not accept donations to Tech Trek via check and will return the check.
- SPF is notified by National and received funds from National through electronic transfer at regular intervals, usually every 4-6 weeks.
- SPF recommends that donations be made directly through the SPF website (PayPal) or directly to SPF through camp treasurers for the most timely posting of donations to camp accounts.
- A Branch/Donor can facilitate the process of crediting a donation made through the National Website to Tech Trek by completing a [SPF DONOR DESIGNATION FORM](#) (located on the SPF website under forms) at the time the donation is made and submitting it to SPF. This reduces research time for SPF.
- SPF will notify the Camp Treasurer and the Financial Liaison of the deposit. (Please note that this can take time.) Upon notification from SPF, the Camp Treasurer will advise the branch of the receipt and deposit of the donation.
- Branch officers may research the status of donations at National by following these procedures: <https://www.aauw-ca.org/how-to-research-a-donation/>

Checks Mailed Directly to SPF

- **Sometimes corporations or foundations will only 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 SPF
- 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 electronic transfer application such as Bill.com to send the funds, please contact the SPF at -ca.finance@aauw.net to coordinate the funds transfer.

Required Minimum Distributions

- All checks sent to SPF for Tech Trek must be payable to AAUW CA SPECIAL PROJECT FUND (AAUW CA SPF is acceptable). In the memo line, the donor may add Tech Trek, Camp Name and Branch Name. If possible, it is recommended the donor has their institution send the check to the donor to ensure it is complete (ie, correct branch and/or camp), and then send it to the branch's treasurer for her to include in her regular check processing. RMD checks should be mailed to SPF by December 1st of the current fiscal year to ensure they are deposited by December 31.

Transfers between Camps

- At the end of calendar 2021, there were a few Virtual Camp over payments of fees that were returned to their "home" camps.
- If you wish to transfer fees to another camp, please coordinate with the camp treasurers of both the sending and receiving camps. The sending camp should initiate the transfer. One exception is transfers for the Virtual Camp will be made after the camps are over by the Virtual Camp Treasurer.

TECH TREK CAMP TREASURERS 2022

Sonoma State U. Rory Keller 210 West Street Petaluma, CA 94952-2136 707-763-2072 rory@sonic.net , tt@rorymail.com	Fresno Sue Jennings 2616 Oak View Court Bakersfield, CA 93311 661-204-9106 suejbakersfield@gmail.com	UC-Davis Gail Johnson 955 Wyatt Lane, Winters, CA 95694 (530)-383-0881 gejohnson08@comcast.net
Stanford-Curie Sue Campbell 3101 Westside Rd. Healdsburg, CA 95448 707-473-9663 510-295-5189 suecampbell21@aol.com	Stanford-Hopper Gail Chesler 2914 Fyne Dr. Walnut Creek, CA 94598-4918 925-286-2548 techtrek.gc@gmail.com	UC-San Diego Pamela Meyer 18755 West Bernardo DR. Apt. 1107 SD CA 92127 619-855-4071 Pqmela.me4@gmail.com
UC Santa Barbara (Blackwell and Hypatia) Vanessa Otto 3286 Penzance Avenue Camarillo, CA 93012 805-389-0063 votto@ootto.com	Whittier College Kay Clark 11915 Inez Street, Unit 8 Whittier, CA 90605 310-890-6510 (C) kayclark310@gmail.com	Virtual Camp Kathy Ford 6429 Parklynn Drive Rancho Palos Verdes, CA 90275 310-541-3981 (H) 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