

Processing Checks For Tech Trek



INSTRUCTIONS: 2024

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 should add Tech Trek, Camp Name and Branch Name.
2. Donations to AAUW CA SPF are tax deductible as allowed by law – 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 the Camp Treasurer(s) as to the proper form and procedures. A sample deposit form can be downloaded from the website [HERE](#). 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 2024 Financial Procedures

Normal Branch Check Processing

- Any checks for Tech Trek must be received by SPF by December 1 of any year in order to guarantee processing by the end of the year.
- Any checks written payable 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 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.

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Online Donations through AAUW CA SPF website (Recommended online 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.
- If donors wish to pick up the deposit transaction fee (SPF) and Paypal processing charge, they can add 7.2% to their donation. Otherwise, the camp will pay the fees which are included in expenses.
- A specific branch may be designated as the donor branch and/or a specific camp designated as the recipient, otherwise funds will be held at the program level.

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 receives 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.

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Checks Mailed Directly to SPF

- Sometimes corporations or foundations will only mail directly to AAUW CA SPF or request that recipient complete an online application for a grant:
- Branches will request in writing that the check be made payable to AAUW CA SPF, with Tech Trek on 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 PROJECTS FUND (AAUW CA SPF is acceptable).
 - The donor may direct the funds to a specific camp by writing Tech Trek, the camp name, and the branch name in the memo line. If no instructions are noted, the funds will be used for the overall program.
 - 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.

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Transfers between Camps

- Funds should be sent to the camp that you will be sending campers to. If you wish to transfer fees to or from another camp, please coordinate with the camp treasurers of both the sending and receiving camps. The sending camp should initiate the transfer.

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TECH TREK CAMP TREASURERS 2024

Davis Gail Chesler 2914 Fyne Dr., Walnut Creek, CA 94598 925-286-2548 techtrek.gc@gmail.com	Fresno Sue Jennings 2616 Oak View Court Bakersfield, CA 93311 661-204-9106 suejbakersfield@gmail.com
San Diego Pamela Meyer 18755 West Bernardo Dr. Apt 1107 San Diego, CA 92127 619-855-4071 Pqmela.me4@gmail.com	Sonoma Angela Nuckles 91 Robinhood Drive San Rafael, CA 94901 415-686-8394 a.nuckles@yahoo.com
Santa Barbara (on hiatus) Vanessa Otto 3286 Penzance Avenue Camarillo, CA 93012 805-389-0063 votto@ootto.com	Camps Hopper and Carson Gail Chesler 2914 Fyne Dr. Walnut Creek, CA 94598-4918 925-286-2548 techtrek.gc@gmail.com
Virtual Mary Isaac 13202 Vista Parque Ct Lakeside, CA 92040 972-839-8888 techtrek-virtual@aauw-ca.org	Whittier Kay Clark 11915 Inez Street, Unit 8 Whittier, CA 90605 310-890-6510 kayclark310@gmail.com

- State Financial Liaison: OPEN, techtrek-finance@aauw-ca.org
- State Program Director Mary Isaac, 13202 Vista Parque Ct, Lakeside, CA 92040
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