

## **Timeline and Check List for Donations**

### Person Receiving Donation

- Ask Donor to fill out donor form (Make sure to capture name, address, phone, and email address. Email Address is critical for email distribution group and communications.)
- Please this form with donation In receiving area

### Evaluator (Usually Al Sarvi)

- Perform evaluation, record same on this form
- Attach worksheets to form
- Provide donation form with evaluation to officer in charge of mailing (as of 10/2017 Dr. Gene Young)

### Membership Secretary

- Obtain copy of thank you letter from officer In charge of mailing thank you's.
- Set up complimentary membership based on date (This now automatically sets them up on the Nooze Distro List)
- IF there is any incomplete information, contact donator for information (IF needed)
- Store form for record keeping

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