



# Donation Processing Instructions

## Program Donations

Use the “Monthly Chapter Donation Checks Transmittal Form” according to the following instructions

1. Record each member’s number on the memo line of their check (or encourage your members to do so). Member numbers may be found in your Monthly Chapter Donation and Roster Report that comes to you via email attachment. For new members, please write the word “New” on the memo line. **For consolidated cash checks, please enter the check writer’s member number and the words “Consolidated Cash” on the memo line** (no tax/donation credit is given for consolidated cash checks, so the check writer should write a separate check for their own donation).
2. On the Transmittal Form, enter your DFW chapter name, chapter leader(s), and DFW Chapter ID number that will be used primarily by the bank to identify and electronically group your chapter donations. The new chapter ID does not affect your official DFW chapter name.
3. On the Transmittal Form, add your meeting date and program presented, and list all checks by the member number, the last name on the check and the amount.
4. Enter the total number of checks and amount submitted at the bottom of the form (use more than one sheet or add rows to the electronic form as necessary/make sure the calculations are correct).
5. Enter the name of the person submitting this form (chapter leader or designee) and the date it will be mailed.
6. Print and mail the transmittal form and program donation checks (only) to our bank processing center:

**Dining for Women Programs  
PO Box 890272  
Charlotte, NC 28289-0272**

**Please DO NOT include any of the following with the program donations to the above address:**

- Other forms of payment: no cash, credit card slips, auto withdrawal forms, etc.
- Other documents, correspondence, photos, cards, sticky notes, blank paper wrapped around checks, meeting evaluation forms, etc.
- Any donations to general operations, chapter fundraisers, 13<sup>th</sup> Month, cookbook orders, other product orders, etc.

*The bank processing facility is not equipped to handle these other documents, and when these are received, Dining for Women incurs additional handling charges.*

## Chapter Fundraiser Submissions

1. Complete a Chapter Fundraiser Proceeds Form
2. Mail completed revenue form and checks (please do not mail cash) to:

**Dining for Women Home Office  
PO Box 25633  
Greenville SC 29616**

## 13<sup>th</sup> Month Donations

1. Complete a 13<sup>th</sup> Month Donations Transmittal Form
2. Mail completed revenue form and checks (please do not mail cash) to:

**Dining for Women Home Office  
PO Box 25633  
Greenville SC 29616**

## Online Donations

When contributing online, donors should enter their DFW member number in the field provided (if known) and their chapter leader's name. All previously setup recurring donations do not need to be updated, however, new recurring donations and single online transactions will require the member number (if known).

**Please contact DFW Home Office for further assistance at [donations@diningforwomen.org](mailto:donations@diningforwomen.org) or 864-335-8401.**