



Vietnam Veterans of America Chapter 392, Portland Metro

PROCEDURE FOR RECEIVING DONATIONS

Purpose: This procedure is to be used to document donations made to VVA Chapter 392.

1. Member receiving donation fills out Donation Acknowledgement Form:
 - 1.1. Donor Name
 - 1.2. Donor Mailing address
 - 1.3. Date of Donation
 - 1.4. Type of Donation (Cash, check or non-cash)
 - 1.5. Donation amount (leave blank for non-cash donations)
 - 1.6. Description of Donation (if not cash or check)
 - 1.7. Special Instructions (e.g., if donation is intended for a special purpose)
2. Member delivers completed form with check/cash/goods to a chapter officer.
(President, VP, Secretary or Treasurer - Only officers are authorized to receive donations)
3. Officer reviews form and signs to acknowledge receipt of donation
4. Officer delivers signed form to Treasurer/Assistant Treasurer.
5. Treasurer/Assistant Treasurer makes a copy of completed form and makes a copy of the donation check or cash (fan shape). Original of form is sent to donor. Copy of form with attachments is placed in receipt book.
6. Treasurer/Assistant Treasurer endorses check, fills out deposit slip and deposits check/cash into chapter checking account.



ACKNOWLEDGEMENT OF CHARITABLE DONATION

Vietnam Veterans of America Chapter 392, Portland Metro

“Our mission is to provide Vietnam, and Vietnam-Era Veterans the help and support necessary to enhance and improve their lives. This is done by offering a knowledge base of information needed to submit and follow up on claims with the Department of Veterans Affairs (DVA), resettlement into the local area as well as guidance and counseling on important topics such as employment, post-traumatic stress disorder (PTSD), and Agent Orange/Toxic Exposure. We also keep members informed of changes and updates from the DVA regarding Veterans benefits, and promote the creed of the Vietnam Veterans of America: “Never again will one generation of veterans abandon another.”

100% Volunteer / Non-profit / Citizen-based

**VVA Chapter 392 Portland Metro, 7600 S E Johnson Creek Blvd, Portland, OR 97206
501 (c) 19 Non Profit Corporation Oregon Registry # 218851-99 IRS # 42-1585660**

This is an acknowledgement of your charitable donation to Vietnam Veterans of America, Chapter 392 Portland Metro as described below. Your donation is **TAX deductible** as provided in Section 170 of the Internal Revenue Service TAX CODE 501 (c) 19. Thank you again for helping us help Veterans, their families and other beneficiaries we provide support to who are in need.

DONOR NAME: _____

DONOR MAILING ADDRESS: _____

_____ - _____
City State Zip Code

DATE OF DONATION: ___/___/___

DONATION TYPE: CASH CHECK NON-CASH

DONATION AMOUNT: \$ _____.____ (Cash or Check only)

DESCRIPTION OF DONATION (if not cash or check): _____

Issuing Signature of Authorized Board Member

_____/_____/_____
Date Issued

Officer Position