

North Central Region 4-H Volunteer Forum October 12-14, 2007

Procedure for Donations

1. Committee person, Co-chair, or Steering Committee member will report the name and address of the business or club or county to:
Jill Lindert Jill4H@aim.com
Get her OK so we don't duplicate.
2. Jill will create master list.
3. Download from:
<http://www.uwex.edu/ces/4h/ncvlf/index.cfm> (Internal planning, other resources)
 - Appropriate donation letter
 - Appropriate donation response form
 - 2007 NCRVF Flyer
4. Fill in the date.
Fill in the Company Name for the business letter.
Sign the letter.
5. Mail or take in person: the appropriate letter and the 2007 NCRVF Flyer to the potential donor.
6. Money will be sent to Jill.
7. Other donations (items) will need to be reported to Jill by Committee person, Co-chair, or Steering Committee member.
8. Jill will report back to Committee person, Co-chair, or Steering Committee member with acknowledgment of donation information.
9. Jill will send an official thank you letter.
10. Committee person, Co-chair, or Steering Committee member will send a personal thank you letter.