

CALIFORNIA-HAWAII ELKS MAJOR PROJECT, INC.

Since 1950
Elks Program For Children With Disabilities



LODGE DONATION PROCESSING GUIDELINES

ALL CHECKS MUST BE MADE PAYABLE TO "CHEMPI"

The 52, Century and Millennium Clubs are available for all members. Donate \$52 at one time and receive a letter, silver lapel pin and a certificate signed by the Association President and the Exalted Ruler of your Lodge. Donate \$100 at one time and receive a letter, gold lapel pin and a special certificate. Donate \$1,000, or reach an accumulation of \$1,000 (excluding BLT donations and label/holiday card program donations) and receive a letter, special Millennium Club sparkling gold lapel pin and a special Millennium Club certificate. You may donate as many times as you would like and receive multiple certificates and pins. We also have new pins and certificates for the \$2,000, \$5,000, \$10,000, \$20,000 levels and beyond.

The **Lodges** may accumulate an individual's donations until they have \$52.00 or \$100.00 and then send in the money. **The Fresno CHEMPI office does not accumulate individual donations except for the Millennium Club.**

Lodges and groups do not qualify for the Millennium Club, only individuals.

We encourage all Lodges to send in **each month** all 52 Club and Century Club donations along with any general Lodge donations. Smaller individual donations may be sent in or accumulated at the Lodge for 52 and Century Clubs. **A check made payable to CHEMPI for a matching dollar amount must accompany the donor list.** Smaller individual donations will not be acknowledged unless they are for memorials or other honorary donations; however, they will be applied to the person's account to accumulate for the Millennium Club.

So that the CHEMPI office may ensure donations are credited to the proper member, please provide a vertical list of all Century Club, 52 Club and any larger or smaller individual donations (in alphabetical order by last name, first name). Please include 6-digit member numbers on your donation lists if you are not already doing so. If the individual has a common name (i.e. John Smith, Sue Jones, etc.) please list their middle initial.

If an individual is donating more than one Century Club or 52 Club at this time, please put the number of clubs in parenthesis after their name.

If you are including a general Lodge donation in this check, please indicate the dollar amount included.

You do not need to cut a separate check for Century Clubs, 52 Clubs and other donations but may do so if that is easier for your accounting purposes.

Thank you for your help! *See sample donation list on back of this page.*

