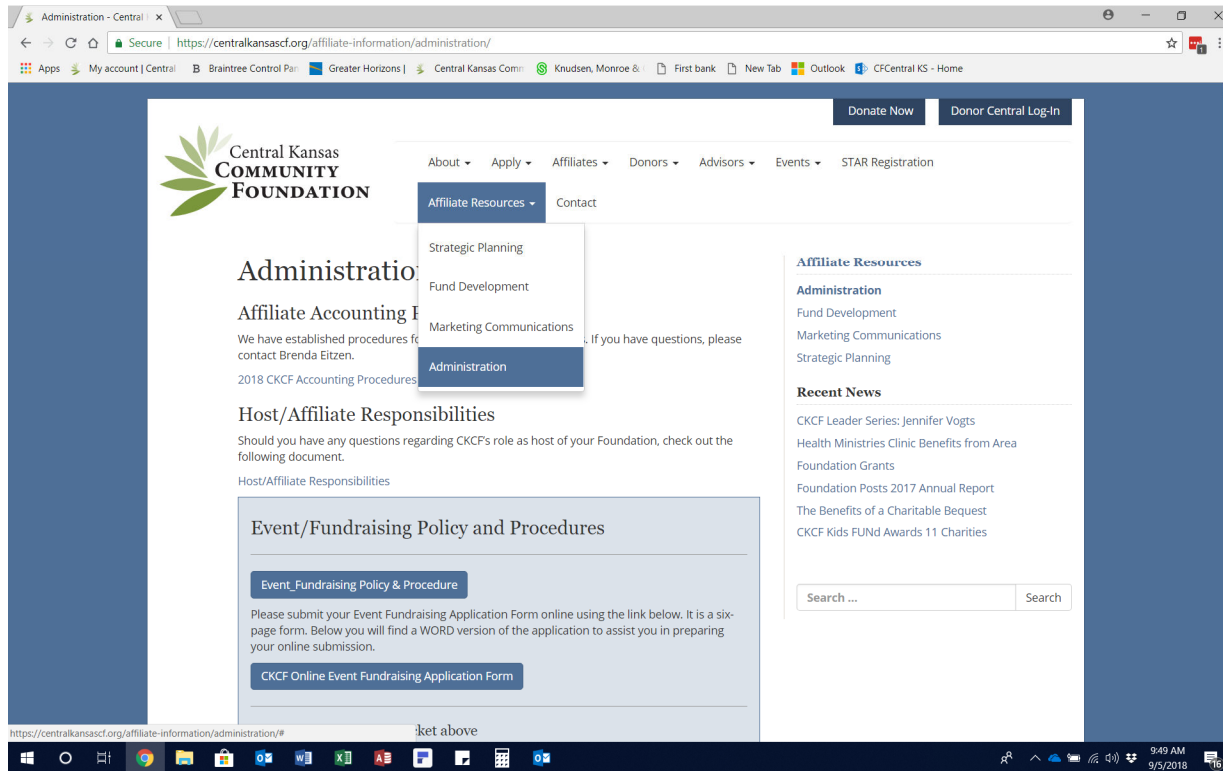




**Office Manager | Accountant**  
**Brenda Eitzen | [brenda@centralkansascf.org](mailto:brenda@centralkansascf.org)**  
**301 N Main, Suite 200, Newton, KS 67114**  
**620-283-5474**  
**In Office: Tuesday, Wednesday, Thursday 9 a.m. -3:30 p.m.**

Find Forms at <https://centralkansascf.org/affiliate-information/administration/>



**Payables:**

Complete **Distribution Recommendation Form** and provide invoice and completed **W-9 Form** from vendor if new vendor. Send as a group to my email. Allow 10 days for processing. Payment goes directly to vendor from Greater Horizon’s (GH), our contract accountant firm.

**Donations\*:**

**Checks/Cash:** Complete **Donation Deposit Record** with cash/checks. All monies need to have Fund specific information. Mail or drop off at CKCF Office. Allow 10 days for processing/showing up in Donor Central, our online fund portal.

**Commodity:** Donation Deposit Record, check and settlement sheet from coop/elevator with donor name/address and fund name.

**Stock:** Contact Angie Tatro at [angie@centralkansascf.org](mailto:angie@centralkansascf.org) for form. Instructions vary based on type of stock.

*\*Co-Branded Donor receipt/thank you will be generated from CKCF office for all amounts. Affiliate expected to reach out and thank donor as well via email, phone, personal contact or thank you note. Affiliate to not mention donation amount in written correspondence.*

**In-Kind & Auction Donations\*\*:** Contact Brenda Eitzen for forms. Complete **In-Kind & Auction Donation Form** for all in kind donations. If donation above \$100 threshold place all on **Donation's Item Detail Form** and send to Brenda Eitzen with individual **In-Kind & Auction Donation Forms** as back up.

*\*\*Co-Branded Donor receipt/thank you will be generate from CKCF for amounts \$100 and greater. Affiliate expected to reach out and thank donor via email, phone, personal contact or thank you note for all levels of in-kind or auction donations. Affiliate to not mention donation value in written correspondence.*

### **Corporate Giving Program:**

CKCF will tailor the forms per affiliate and corporation. Forms include **Employee Payroll Deduction Program Instructions, Payroll Deduction Authorization CKCF Giving Form** and **2018 Payroll Deduction Spreadsheet**. Contact Angie Tatro or Brenda Eitzen to acquire forms.

### **Grant Request:**

Competitive Grant Cycles go through Brenda Sooter but non-competitive (DAF, Designated, etc.) grant requests approved by respective affiliate board need:

Complete **Distribution Recommendation Form** and attach affiliate board minutes with approval to Brenda Eitzen.

### **Event & Fundraising Form:**

Read **Event Fundraising Policy & Procedure**, complete **Event fundraising Application Form** (online Wufoo or word document) 90 days before event and at least 20 days before promotion. CKCF will review application and after approval affiliate to complete **Event/Fundraising Donation Spreadsheet at event for any contributions**. Use forms stated above for submitting donations and requesting payment of payables.

**Note:** Don't forget about **Crowd Consent Posters** to display during award ceremonies and events. If used you do not need to acquire photo consents from those in them for the day of or few days following. After that you need to obtain written photo consent before they can be used further for social media. For any photo being used in other mediums – brochure, PPT, handout – you must obtain a written photo consent and have on file.