

Edited by Cathy Chowenhill for Mid-Peninsula Branch, 3/31/23

**TECH TREK TREASURER  
INSTRUCTIONS: PROCESSING CHECKS FOR TECH TREK 2023**

**Processing checks for Tech Trek:**

***Checks made out to: AAUW CA SPF:***

Memo line should read: Tech Trek Camp [name of camp, e.g. Sonoma II], Mid-Peninsula Branch.

- Fill out the Excel branch deposit template. Add your information to the top of the form.
- Save it with its own date.
- Print a copy to mail to the camp treasurer (currently Rory Keller at Sonoma II)
- Make a copy of the Branch Deposit worksheet and of the check for your records.
- Mail the hard copy for the camp treasurer to her, along with the original checks. The camp treasurers' addresses are on the second tab in the deposit template.
- In addition, attach the excel Branch Deposit worksheet to an email to the camp treasurer, letting her know that a check is coming.
- Type a thank you note to the donor, save it, print, and mail a hard copy.
- Optionally, keep another worksheet which is a compilation. This is used to check the accuracy when you receive a summary from the camp treasurer.
- SPF money is used only for tuitions or donations to the camp (e.g. for computers).

***Checks made out to our branch:***

- If someone writes a check for Tech Trek to our branch, you send it to our branch treasurer to be put into our branch savings account, designated for Tech Trek. The donor can't use that for a tax deduction, though.
- If a check is made in honor of someone, put that in the memo line.
- Type a thank you note to the donor, save it, print, and mail a hard copy.
- When \$50 is received from each parent, this also goes into our branch savings account, designated for Tech Trek.
- Our branch TT Savings Account can be used for anything related to Tech Trek (snacks, transportation, bears).
- To send this money to SPF, a branch check can be written.

**Moving money from one camp to another**

If money has been sent to a camp treasurer (e.g. Curie), but you actually need to use it for a different camp (e.g. Sonoma II), coordinate with the two camp treasurers for both receiving and sending camps. The sending camp should initiate the transfer.

**Soliciting Donations**

Tech Trek Treasurer can solicit donations from members.

**The following pages contain instructions for transactions that are more rare. You can access these directions here as needed and as the situations arise.**

**Online Donations through AAUW CA SPF website (Recommended on-line option)**

- Online donations through AAUW CA SPF's website are now available if members prefer to donate online. Visit the donation site here: <https://specialprojectsfund-ca.aauw.net/donate/>. The donations are through PayPal, but the donor does not need to create a PayPal account.

**Online Donations through AAUW National's Website (not recommended)**

- Donors can use their credit cards or PayPal for donations to a specific California camp through the national AAUW website, but a specific branch cannot be designated.
- AAUW National will not accept donations to Tech Trek via check and will return the check.
- SPF is notified by National and received funds from National through electronic transfer at regular intervals, usually every 4-6 weeks.
- SPF recommends that donations be made directly through the SPF website (PayPal) or directly to SPF through camp treasurers for the most timely posting of donations to camp accounts.
- A Branch/Donor can facilitate the process of crediting a donation made through the National Website to Tech Trek by completing a [SPF DONOR DESIGNATION FORM](#) (located on the SPF website under forms) at the time the donation is made and submitting it to SPF. This reduces research time for SPF.
- SPF will notify the Camp Treasurer and the Financial Liaison of the deposit. (Please note that this can take time.) Upon notification from SPF, the Camp Treasurer will advise the branch of the receipt and deposit of the donation.
- Branch officers may research the status of donations at National by following these procedures: <https://www.aauw-ca.org/how-to-research-a-donation/>

**Checks Mailed Directly to SPF**

- **Corporations or foundations will sometimes only mail directly to AAUW CA SPF or use an application:**
- Branches will request in writing that the check be made payable to AAUW CA SPF, with Tech Trek on the memo line. If it is for a specific camp, that can also be specified in the memo line.
- Branch will give the donor the address: AAUW CA Special Projects Fund, PO Box 160067, Sacramento, CA, 95816-0067.
- The branch or donor needs to complete the SPF.
- Donor Designation and Matching Gifts Form found in the packet or <https://specialprojectsfund-ca.aauw.net/forms/>
- Email the completed form to SPF at [spf-ca.finance@aauw.net](mailto:spf-ca.finance@aauw.net), the Tech Trek Financial Liaison at [techtrek-finance@aauw-ca.org](mailto:techtrek-finance@aauw-ca.org), and the appropriate Camp Treasurer. AAUW

CA SPF will deposit the check into the camp's account and notify the Camp Treasurer and the Financial Liaison of the deposit. Upon notification from AAUWCA SPF, the Camp Treasurer will advise the branch of receipt and deposit of the check. If the donor will be utilizing an electronic transfer application such as Bill.com to send the funds, please contact the SPF at -ca.finance@auw.net to coordinate the funds transfer.

#### Required Minimum Distributions

Some members want their RMDs sent directly to Tech Trek SPF so that they don't have to pay taxes on them. I have only encountered this once.

- All checks sent to SPF for Tech Trek must be payable to AAUW CA SPECIAL PROJECT FUND (AAUW CA SPF is acceptable). In the memo line, the donor may add Tech Trek, Camp Name and Branch Name. If possible, it is recommended the donor have their institution send the check to the donor to ensure it is complete (ie, correct branch and/or camp), and then send it to the branch's treasurer for her to include in her regular check processing. RMD checks should be mailed to SPF by December 1st of the current fiscal year to ensure they are deposited by December 31.

#### Transfers between Camps

- At the end of calendar 2021, a few Virtual Camp over-payments of fees were returned to their "home" camps.
- **If you want to transfer fees to another camp**, coordinate with the camp treasurers of both the sending and receiving camps. The sending camp should initiate the transfer. One exception is transfers for the Virtual Camp will be made after the camps are over by the Virtual Camp Treasurer.