

**Rebuilding Haiti through the Empowerment of Girls**  
**Procedure for handling financial contributions**

**Option 1 Procedure: Collect donations at your Congregational level and send the total amount of the donations to the Federation Office in one check**

- a. This can be done monthly, quarterly, bi-annually or annually as you like.
- b. Track the amount, name and address of each donation for your records. Please note on the check-Rebuilding Haiti through the Empowerment of Girls

**Note:** A record of the total donations for the Haiti Project will be kept by the Haiti Coordinating Committee to give a periodic financial report to the U.S. Federation Congregations related to our goals.

- c. Send a thank you note to the donors in the name of the children and the congregation.

**Note:** Since this is a summary amount of donations, a thank you from the Haiti Coordinating committee will NOT be sent to the Congregation, but your efforts are most appreciated.

- d. If an individual contributes more than \$250, a tax exemption letter should be sent to them; these are usually available from the Development Office or Finance Office

**Option 2 Procedure: Send each check as received from the donor directly to the U.S. Federation Office**

- a. Send donation checks to the U. S. Federation Office. **Please note on the check the congregation who initially received the donation and Rebuilding Haiti through the Empowerment of Girls**

- b. Track the amount of the donations sent to the Federation Office for your records.

**Note:** A record of the total donations for the Haiti Project will be kept by the Haiti Coordinating Committee to give periodic financial reports to the U.S. Federation Congregations related to our goals.

- c. **Optional-** Track the name and address of donors for your records.

- d. Thank you notes will be sent to the donors by members of the Haiti Coordinating Committee.

- e. If an individual contributes more than \$250, a tax exemption letter will be sent by Haiti Coordinating Committee.