

## What to do with your contributions ...

1. I would recommend NOT having any contributions come in with the offering.
2. Checks should be made out to : **Vineyard**
3. DO NOT WRITE YOUR NAME ON THE MEMO LINE
4. Place a sticky note or piece of paper attached with a paper clip to the check with the following information:
  - a. Trip Name (format: MMY Destination)
  - b. WHO the contribution is for
  - c. Note that if there are multiple checks or cash, an envelope or paper clip may be used to identify several contributions made to one individual's account
5. If you think you will be having contributions being mailed
  - a. Have your contributor follow the procedures detailed in steps 3 & 4
  - b. Mail to:  
**Everyday Exports**  
**1201 Riverside Ave.**  
**Fort Collins, CO 80524**
6. Better yet, hand deliver contributions to your team administrator.

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