

Scholarship Collection Procedures

At appropriate Emmaus of the Rockies community get togethers (Gathering, Candlelight, Team Training, etc.), an EOTR Board representative will collect an offering toward the general scholarship fund. The process is as follows:

1. Coordinate with the person leading the event and schedule an appropriate time for taking a collection.
2. Take the collection.
3. Ask another person at the event, preferably another Board member, to do a double count of the funds collected.
4. If either the Treasurer or Registrar are present, give the funds to one of them for deposit, along with a note as to the total collected, the date, place and occasion of the collection, and who counted it.
5. If neither the Treasurer nor Registrar are present, designate a person to get the funds to the Treasurer in a timely manner, such as delivering it in person at an upcoming Board meeting or depositing the monies into a local Pueblo Bank & Trust branch.

EOTR Scholarship Funds Collection

Date of Event: _____ Amount collected: _____

Name of Event: (*Circle one*) - Gathering, - Candlelight, - Closing, - Team Training

Location of Event: _____

Emmaus Member: _____

Emmaus Member: _____

Money given to: (*Check one*)

Designee: _____

Sue Kimball: Treasurer

Sheryl Blair: Registrar

Deposit the monies into a local Pueblo Bank & Trust branch.

On the back of checks write:

For Deposit Only

Emmaus of the Rockies

Account #300418752

Report deposit amount via email or phone and send deposit slip (or legible copy) to the Treasurer or Registrar.

Fill out deposit slip with Emmaus of the Rockies and Account #300418752.