

**Bedford Alumni Association
Donations Flow-Chart**

1. Alumni Association receives donation for stadium or to the Alumni Association.
 - a. All paperwork and donation given to Treasurer
 - b. Treasurer makes **2 copies** of check (cash) and donation or pledge form. If the donation is a recognition brick or plaque recognition see procedure below.
 - c. Treasurer gives 2 copies to the Vice-President so that a thank-you letter can be written by the Vice President. The vice-president will mail copy of form with thank you letter.
 - d. Treasurer records donation and deposits it in Bank Account.
 - e. Treasurer keeps all original donation or pledge forms.

****** If donation is a recognition brick the following procedure will be followed:**

- a. Treasurer will make 3 copies of brick order form and check.
- b. Treasurer will give the 3 copies to the Vice President.
- c. The Vice-President will send out one copy with thank you letter.
- d. The Vice President will do the following:
 1. Check the brick form for accuracy.
 2. Record all information on database.
 3. Give a copy of the brick form to Leo LeClair so that brick can be engraved.
 4. Make mailing labels for each donor to be used on post cards.
 5. Up-date data base information (name, address, phone # and information that will be engraved on the brick.
 6. When bricks have been completed, The Vice-President will:
 - a. Pick up bricks
 - b. Check the bricks for accuracy with brick form.
 - c. Install bricks at the stadium. Return bricks that were taken out to Leo LeClair.
 - d. Mail post card to donor indicating that the brick has been installed along with location.
 - e. Up-date database that brick has been installed..

****** If donation is a recognition plaque the following procedure will be followed:**

- e. Treasurer will make 3 copies of brick order form and check.
- f. Treasurer will give the 3 copies to the Vice President.
- g. The Vice-President will send out one copy with thank you letter.
- h. The Vice President will do the following:
 7. Check the plaque form for accuracy.
 8. Record all information on database.
 9. Give a copy of the plaque form to Engraved Image so that plaque can be engraved.
 10. Make mailing labels for each donor to be used on post cards.
 11. Up-date data base information (name, address, phone # and information that will be engraved on the brick.
 12. When plaque has been completed, The Vice-President will:
 - a. Pick up plaque
 - b. Check the plaque for accuracy with plaque form.
 - c. Install plaque at the stadium. Save any blank plaques that are removed.
 - d. Mail post card to donor indicating that the plaque has been installed along with location.
 - e. Up-date database that plaque has been installed..