



DO'S AND DON'TS FOR SPAC COLLECTIONS

DO make sure everyone making a contribution to SPAC is a member of NAPS or the NAPS Auxiliary.

DO make sure **everyone** making a SPAC contribution completes a SPAC Contribution/Envelope Form **legibly**. Their check or money order **must be inserted in the envelope of clipped to form**.

DO NOT Send Cash to NAPSHQ.

DO, if a "Supporter", "Chairman's Club", "Secretary's Round Table", "VP Elite" or "President's Ultimate" pin is given note it on the form, i.e. "P pin given," or "Sup,C,VPor U pin given."

DO make sure group collection moneys are submitted by money order only.

Do complete SPAC 50/50 Contribution form for Raffles.

DO make sure a branch (or group, or convention etc.) collection is accompanied by a completed **SPAC Branch or Group Collection Form**. On the memo, the "Amount collected" refers to the total (**which all must be the total of personal checks, or if cash converted into a money order before submission**). (Refer to the first item on this list.)

DO, if you have a question on accepting a contribution, please discuss its legality with NAPS Legislative and Political Director Bob Levi. NAPS Headquarters telephone number is 703-836-9660.

DO NOT SOLICIT CONTRIBUTIONS FROM NON-MEMBERS OF NAPS. Retirees who are not associate members may *not* be solicited to contribute to SPAC.

DO'S AND DON'TS FOR SPAC COLLECTIONS continued

DO NOT ACCEPT CONTRIBUTIONS FROM NON-MEMBERS OF NAPS. (Accept ONLY from regular, associate and auxiliary members.)

Retirees who are not associate members may *not* contribute to SPAC.

DO NOT accept a NAPS or Auxiliary branch check or credit card for *any* type of SPAC contribution.

DO NOT accept moneys for group collections if they are drawn on a personal, NAPS branch or NAPS Auxiliary check or credit card.

DO NOT accept a check from one person designating a donation for another person.

DO NOT accept a check made payable to an individual and signed over to SPAC.

DO NOT accept a corporate check unless the signer is the *sole owner* of the company *and* the check is made payable to SPAC *and* it is for the signer's individual contribution.