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.