**CASA**

**Court Appointed Special Advocate**

*Proceeds from the Holiday Party raffle go to CASA*

* Remind members at October and November meetings about donating items to be raffled off at the Holiday Party (additional monetary donations are also accepted)
* Keep all checks in a large envelope
* Keep a list of people who donate with a check
  + Record their Name, Check #, and Amount
* At the party, Set up a donation center; have a sign “CASA Donations .. Thank You!” and have a basket to collect checks
  + Supply a sign-in paper for cash donors that wish to have CASA send them a verification of donation for tax purposes
* After the party, email all donors to thank them and let them know their donation was received
* Deposit all cash in your account and write a check for that amount to CASA
* Mail ALL donation checks to CASA using registered mail along with a simple note: Dear CASA representative, Thank you and your entire CASA organization for the important work that you do. This donation is from the Alpha Upsilon Chapter of Delta Kappa Gamma Society International. It is our pleasure to assist such a worthy organization with this gift of $\_\_\_. I would appreciate an email to confirm that you have received the contribution and that the amount is correct. Thank you. *Sign your name and include your email*
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