

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, determine how best (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.

On the back of checks write:

For Deposit Only
Emmaus of the Rockies
Account #300418752

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

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

Emmaus Member: _____

Money given to: _____ or _____
Bonnie Johnson, Treasurer Scott Thomason, Registrar

If neither treasurer or registrar are present, the person designated the responsibility to get money to one of them will be: _____

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, Bonnie Johnson or
Registrar, Scott Thomason.