

New York South Assembly Area
PO Box 30
Radio City Station
New York, NY 10101

To all New York South Al-Anon Groups:

Your donations enable our Area to support the groups in our Area. I, as Treasurer, record, receipt and deposit all your donations. I receive over 80 checks a month. When I have to search for and create labels for return addresses, it is quite a task. When envelopes get returned because they cannot be delivered, it is a waste of Al-Anon money that could be used to fund Area projects. A lot of you are not aware of the process involved in completing this task. So in the interest of informing you and making my job more doable I have outlined the procedure.

It starts with your group deciding the amount of your donation. A check or money order is then created and sent to the Area. Along with the donation should be **both copies of a completed** "Contribution Form". This form is then mailed to the Area's PO Box (address above or use return envelope). I receive the mail from the PO Box, I enter the amount received, date received and sign all receipts. I then separate the receipts, keeping the yellow copy for Area records and returning the white copy in a window envelope (with a new "Contribution Form" and a return envelope) to the group. I then record all the checks and make deposits. If you do not have the "Contribution Form", please let your group rep know and I will give them out at the assembly.

When filling out the "Contribution Form" please keep the following in mind.

- Both the top and bottom of the left side should be completed
- The bottom portion can be addressed to the group or an individual so that it can be clearly read through the window envelope.
- If you are addressing to an individual there is no problem with anonymity as the receipts and envelopes only have NY South Assembly Area on them and do not mention Al-Anon.
- If you are addressing to a group and you have a PO Box there is no problem.
- If you are addressing to the group through the venue, make sure to have the groups' name, day and time and the name and address of the venue. Some venues will not deliver mail to the groups, so please check to make sure they will.

Believe me, I had no idea of how all this worked when I first became the treasurer for my group. Now that I am the Area Treasurer I want to pass this information on to your group. Please give a copy of this letter to your group to keep on file for future group treasurers.

If you have any questions or need further clarification, please feel free to contact me.

Thank you for taking the time to read this letter.

Yours in service.

Gracemarie H

Gracemarie H
Treasurer
New York South Assembly Area