

The First Chinese Church of Christ in Hawaii

DONATION PROCEDURE AND RECORD

- Procedure:**
1. Donations received and reported to office secretary for record keeping.
 2. Thank-you letter initiated by office secretary and reviewed by Board secretary. Signature on letter from Board chairperson and Pastor.
 3. Send Thank-you letter within 2 weeks of donation. File in Donation folder.

NAME	ITEM	VALUE (If available)	THANK- YOU LETTER	COMMENTS