



### **Deposit Guidelines:**

First...rejoice! Clap your hands and be thankful! Next, make a record of the check so you're able to track donations and send a letter of acknowledgement. Your letter of acknowledgement should note the date on the check, the check number, the amount, and the fact that no goods or services were received if it is a donation. We will also send acknowledgement letters for donations over \$100.

When you're ready to submit your checks to the Foundation for deposit, please attach a summary page of the deposits you're making. The summary page should include the following information:

1. The name of your organization or project.
2. Your name, phone number and email address.
3. The names on the checks, the amounts and reason for the donation.
  - John Brown \$15.00 Membership
  - David Brown \$500.00 Donation
  - Lillian Brown \$95 Tree Stewards class registration fee
4. The total amount that you're sending.

### **Remember:**

- Checks must be made out to: The Enrichmond Foundation. Your organization's name should be included in the memo line.
- If the check has no printed name or just initials, you must give the donor's name and address. All checks must have both name and address—though they can be handwritten by you.
- If the donation is from a national company like Wal-Mart, please write the local contact's name and store address.
- If it is a business check, be sure to give your contact's name.
- If there any restrictions on the donation, please describe. For example, is the money to be used only for grass seed?
- If it is a grant, please include a copy of the grant with a copy of the cover letter from the grantor.
- We accept only checks. If you are given cash for membership or any other reason, you may write a personal check for the amount and note that it is a cash conversion.

Finally, send the check(s) to:

Enrichmond Foundation  
Attn: John Sydnor  
The Landmark Theater  
6 North Laurel Street  
Richmond, VA 23220

If you have any questions, do not hesitate to call 804-646-0954 or email [jsydnor@enrichmond.org](mailto:jsydnor@enrichmond.org)