

PROCEDURES – WOUNDED WARRIOR PROJECT

Below are branch procedures for the February Wounded Warrior Project (WWP) in-branch fundraiser.

➤ CHECKING ACCOUNT

- Utilize this checking account:
 - # 40069230

➤ PROCEEDS

- At the end of the promotion, the funds will be given to Wounded Warrior Project - a nonprofit organization that helps veterans and active-duty service members.
- WWP strives to ensure that when those who serve come home, they're afforded every opportunity to be as successful as a civilian as they were in the military. To learn more visit:
<https://www.woundedwarriorproject.org/>

➤ TRACKING

- A tracking sheet has been added to the *Marketing for Branches* folder here: S:\Marketing for Branches\Tracking Sheets\In-Branch Fundraisers\2023\February-Wounded Warrior Project
- **Select your branch tab at the bottom** and fill-in your team donations each day. Hit save and exit, so the next branch can open the excel document.
- Please make sure your branch information is completed and saved by EOD every Friday.
- All information should be logged by EOD on Wednesday, March 1st.

➤ PURCHASE

- Team members, customers, and the public may purchase WWP Slips for a minimum \$1 donation to be displayed at the branches to show our support for Wounded Warrior Project.
- Team members are encouraged to donate and may wear jeans with a Banterra community t-shirt on Fridays when a minimum \$2 donation is made, or if \$10 in slips are sold by the team member each week.
- Donations are to be deposited into the account each day.

➤ RECEIPTS

- Do not give the deposit receipt to the customer. The customer's check may serve as their receipt.
- If they pay with cash and request a receipt, you may hand write one on a customer transaction receipt.
- Keep receipts for your records. They DO NOT need to be scanned/mailed to Marketing.