

Run for the Son Secretary Instructions



This material is designed to help you as you fulfill the important task of being the RFS Secretary for your chapter. Thank you for your time and dedication.

Before the Run

1. Read enclosed material.
2. Share the "Answers to Common Questions/Issues" document with your chapter members.
3. Call the Support Center at (870)389-6196 or email at rfs@cmausa.org if you have any questions.

Day of the Run—First Saturday in May

1. Set up a clearly displayed table (with a calculator) at the gathering place for individuals to turn in their packets.
2. Review the following information on each packet **before** the individual leaves the table:
 - a. Verify the envelope is completely filled out.
 - b. Count cash and checks (checks should be made out to CMA) to verify the amount recorded on the envelope equals the total inside.
 - c. **Verify participants have added RFS, membership number, and chapter number** in the memo field of each check.
 - d. **Specify T-shirt size for all individual participants in the T-Shirt column. (Only eligible participants at the \$100 level will receive a T-shirt).**
 - e. Write "No Incentives" in the comment column for any individuals eligible for incentives who wish to opt out. Please Note: If "No Incentives" is indicated this means that the member has opted out of ALL incentives (T-shirt, vouchers, patches, etc.)
3. Before leaving on the Run, call in your chapter's total to RFS Hotline, (870)389-6196. Phone lines are open from 9:00 AM to 7:00 PM CST on the first Saturday in May.
 - a. You may call throughout the day for updates of the RFS total.
 - b. Hotline total will be finalized at 7:00 PM CST.
 - c. Visit our Facebook page "CMA National Run For The Son" for hourly updates.

After the Run

1. Transfer packet information to the chapter's "Pre-Populated" Recap Sheet. If for any reason you are unable to use the "Pre-Populated" Recap Sheet contact us. If using a blank recap sheet, list participants in alphabetical order (last name first, for example: Doe, John) with the husband's name first and then the wife's name on the next line. Be sure to include the membership number for each person. If a non-member, list as non-member.
2. Add the numbers in the "Amount Enclosed" column to verify that the total equals what you are mailing in to National.
3. Confirm that all checks are made out to CMA and include RFS, member number, and chapter number in the memo field.
4. Obtain a money order for any cash or foreign currency or deposit cash into the chapter checking account and send a chapter check. Please **DO NOT** send cash. Ensure the chapter check includes a breakdown of the participants' names and member numbers.
5. Fill out the enclosed shipping label.
6. Send all money with the recap sheet by a traceable method to CMA **to ensure delivery by May 22nd.**
Send to:
CMA, PO Box 9, Hatfield, AR 71945
7. Retain a copy of the recap sheet AND individual packet envelopes for your records.
8. **Money received after the deadline will be credited to the next year's RFS and will not be eligible for current year incentives or awards.**

Incentives

Incentives will be shipped in August via UPS and USPS to the address you have indicated on the enclosed shipping label.

For Chapter RFS Secretaries How to Handle Run for the Son Donations



FOR DONATIONS RECEIVED THROUGH-OUT THE YEAR:

- Mail check(s) to the CMA Support Center in Hatfield once a month. This reduces the risk of returned checks due to closed accounts or insufficient funds. DO NOT HOLD CHECKS MORE THAN 30 DAYS!
- DO NOT DEPOSIT SPONSOR'S CHECKS IN YOUR CHAPTER'S CHECKING ACCOUNT!** This practice erases the identity of the sponsor for tax reporting purposes, and could disqualify their tax deduction with the IRS. The practice of depositing sponsor checks in your chapter account is not allowed by CMA policy. NO EXCEPTIONS!
- Address the envelope to: CMA RFS, PO Box 9, Hatfield, AR 71945.
- Verify that memo field on each check is marked correctly.
- If the dollar amount on a check is to be spread between two or more individuals, or two or more chapters, make sure the check has "RFS VARIOUS," and a brief handwritten note is attached explaining where the money is to be credited. EXAMPLE: RFS VARIOUS
HANDWRITTEN RECAP: John Smith #111711 #938 \$100; John Smith #111711 #954 \$100
(John Smith will get individual credit for \$200; Chapter #938 will get chapter credit for \$100; Chapter #954 will get chapter credit for \$100).
- If you receive cash from a chapter fundraising event, deposit the cash in your chapter's checking account and write a chapter check to CMA. PLEASE DO NOT SEND CASH! If two or more chapters went in together on a fundraising event and you want to spread the money across the chapters, follow the example below.
EXAMPLE: RFS VARIOUS (your chapter number)
HANDWRITTEN RECAP: #38 \$100; #78 \$100; #938 \$100; #954 \$100

FOR PACKETS AFTER THE RUN:

- Collect packets from participants.
- Please use the "Pre-Populated" Recap Sheet(s) emailed to you mid April from the CMA Support Center. If you did not receive the "Pre-Populated" Recap Sheet(s), contact the Support Center at rfsc@cmausa.org.
- For each packet, transfer the AMOUNT ENCLOSED from the packet to the line for that individual on the recap sheet. Do not send envelopes back. (If participant is not on the recap, please add them to the blank recap sheet. This is provided on the last page of the "Pre-Populated" Recap Sheet(s).) Verify that the AMOUNT ENCLOSED equals the total of the checks in the envelope. DO NOT INCLUDE PREVIOUS MONEY SENT!
- Update the T-shirt size, if needed, on the recap.
- Note any participant requesting to NOT receive their earned incentives in the COMMENT field.
- Total all money listed on the recap and write the total on the last sheet of the recap.
- Total all the checks included with the recap. Please ensure the recap total equals the total of all checks enclosed in the mailing.
- Attach a self-addressed mailing label.
- Send all RFS funds and the recap sheets so they are received no later than May 22. INCLUDE ONLY THE RECAP, MAILING LABEL, AND CHECKS! DO NOT INCLUDE ANY OTHER MATERIAL IN THE CHAPTER MAILING!



Secretary Quick Reference

Send **ONLY** the following to CMA:

- ✓ Checks – made payable to CMA or RFS with the following info written on each check: “RFS,” member number, and chapter number. If check is made payable to chapter, endorse check payable to CMA. If check is to be divided amongst several members – record chapter number on check and write “various.” The recap will show the break-down detail.

DO NOT staple, tape, or attach anything to checks.

DO NOT send in the individual donation envelopes or donation slips.

- ✓ Recap Sheets (either pre-populated or hand-written) – must balance to total amount of checks being mailed in package. (Do NOT include previously sent in monies or automatic monthly contributions. These amounts were already recorded to the individual and will be included in their incentive totals when incentives are sent.)
- ✓ Sticky address label with the address of where you would like the incentives shipped.

UPDATE T-SHIRT Sizes

- ✓ Please update all T-shirt sizes onto the recap sheet, even if it looks like they do not qualify for a T-shirt. Participants may have submitted previous money that the RFS Secretary has no knowledge of.

INCENTIVES

- ✓ If any participant requests **NOT** to receive their earned incentives, please specify in the **COMMENT** field on the recap sheet. Incentives are calculated on the total funds raised throughout the year by each participant and will be shipped to the RFS Secretary in August. The Support Center will add the money sent in with the recap to any previous money collected from each participant to determine incentives.

SHIPPING LABEL MEMO

- **Fill out attached label with the name and address where incentives are to be shipped.**
- **Place shipping label in envelope with money and chapter recap sheets.**
- **Send entire packet by a traceable method to ensure delivery by May 22nd to:**

**CMA
PO Box 9
Hatfield, AR 71945**

Thank you for your time and effort!

REV 2019

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Thank you for your time and effort!

REV 2019

RUN FOR THE SON
Answers to Common Questions/Issues
Please share this information with all chapter members.



Member Information

1. On each check's memo field, list RFS, your member number, and your chapter number (for example: RFS #123456 #123) on money sent in throughout the year. If you indicate two member numbers (husband/wife, etc.) the money will be split and applied equally.
2. Send in any checks collected throughout the year until April 15. **After April 15, accumulate the checks and give them to your chapter's RFS Secretary in a completed RFS packet envelope on the day of the Run.** Individuals who are not in a chapter should accumulate and mail checks after April 15 in a **completed** RFS packet envelope to ensure delivery at CMA no later than May 22.
3. **Retain** sponsor forms (attached to RFS brochure) for your records (for sending thank you cards, letters, etc.).
4. Remember to give each sponsor the receipt portion on the brochure to record their giving for tax purposes. An additional receipt for donations greater than \$250 can be obtained from CMA upon request by contacting us at rfs@cmausa.org.
5. Items received after **May 22** may be credited to the next year's RFS.
* Special Note: Money sent in by RFS Secretary throughout the year should include a list with member name/number and total amount for each. Chapter only donations should be indicated and remain as chapter donation on recap.

Those qualifying for the **\$500 GOODIE/TOOLBOX CERTIFICATE** will also receive a **T-SHIRT** and a **\$5,000 PATCH**. Those qualifying for the **\$250 GOODIE/TOOLBOX CERTIFICATE** will also receive a **T-SHIRT** and a **\$2,500 PATCH**. Those qualifying for the **\$100 GOODIE/TOOLBOX CERTIFICATE** will also receive a **T-SHIRT** and a **\$1,000 PATCH**. Those qualifying for the **\$50 GOODIE/TOOLBOX CERTIFICATE** will also receive a **T-SHIRT**. **Please indicate all T-Shirt sizes.** The CMA logo is a registered trademark and is worn by CMA members who have completed the Member Training. Nonmembers may only purchase wearable items with an outline logo 2 ½" (6.4cm) or smaller and other non-wearable CMA items with a logo less than 3 ½" (7.6cm).

RFS Secretary Information – Filling out the recap sheet
(The "Pre-Populated" Recap Sheet(s) is the preferred method.)

1. Enter **ONE** total for each person per line; two people cannot be combined for the amount raised. List in alphabetical order with last name first, (for example: Doe, John).
2. List the husband's name **FIRST**, and then the wife's name on the next line of the recap sheet. The husband and wife's dollar amounts need to be listed separately.
3. Include the CMA membership number for each individual on the recap sheet. If an individual is not a CMA member, write **non-member** in the CMA number block. (Non-members are eligible for incentives.)
4. List T-shirt size for each eligible person; only **one** T-shirt size per person. **Chapters are not eligible for T-shirts or other incentives.**
5. **If donations are given in memory of someone**, a memorial is created and the donations are entered under the memorial and not the individuals donating the funds. Incentives will be given to the surviving family (wife, husband, or children). Persons donating to a memorial do not receive credit for RFS incentives.
6. **VERIFY total money enclosed to CMA is equal to the column total listed on the recap sheet.**
7. Send checks (U.S. only) or money orders only, no cash please. Obtain a U.S. money order to cover the amount of any foreign currency (this includes Canadian currency) turned in.
8. Mail all RFS funds and **a copy of the recap sheet** by a traceable method, to ensure delivery at CMA by May 22. Retain a copy for reference.
 - If someone has checks that they are expecting, do not hold the chapter packet for them. Encourage them to mail the checks (with RFS, member number, and chapter number) separate from the chapter packet to avoid missing the deadline.

THANK YOU for all you do for the cause of Christ.
Changing the World, One Heart at a Time.