



US Administrative Instructions for the 8th Annual Small Steps to Success Campaign

First, thank-you for participating in this monumental fundraising campaign!

The administrative process to manage the donations that you have received from your patients, in your office, is as follows:

In the United States:

Please request that your patients write checks to UCRF. Send any checks collected to the main NUCCA office at:

National Upper Cervical Chiropractic Association
5353 Wayzata Blvd., Suite 350
Minneapolis, MN 55416

Notes:

We are trying to build a database, so we can keep the donors updated with research updates, and to also give donors an opportunity to make and further donations to NUCCA throughout the year. Please take note- that on the donation form, a box was added that the donor can check giving NUCCA permission to send future emails, or any mailings.

Please send the NUCCA office a copy of the donation form for those individuals who checked the box.

Please send collections to the NUCCA office each Friday.

The NUCCA office will take care of sending receipts to donors who donated \$50, or more. For those individuals we will need their address, if the address is not included, the NUCCA office will send the receipt back to your office for distribution.

When sending checks, please make sure to indicate the office/Dr. that the checks came from.

