

Procedure for Requesting Designated Offerings

Revised 3/24/2010

NOTE: The procedures for requesting a designated offering vary from installation to installation. Ask for and follow the instructions from the Chaplain Resource Manager/Funds Manager at your installation to insure the request for the offering and collection are handled properly.

Each fall an Army-wide designated offering is taken to support PWOC International and PWOCI Regions. A special request does not need to be made for this specific offering if you are on an Army installation.

Suggested steps:

Create a cover letter from the local PWOC President and/or Financial Liaison to the Resource Manager/Funds Manager or Parish Council/Protestant Lay Advisory Team seeking approval for the designated offering. Include with your letter the memorandum. (See **Memorandum to Request a PWOC International Designated Offering** in the **WMM, Local** section Appendix or see pwoc.org **Donation Information** section.) *Please fill in the appropriate chaplain's name(s) and title(s) in the "To" section as well as the date.*

Upon approval:

1. Coordinate closely with the Resource Manager/Funds Manager to determine the date and identify at which chapels the designated offering will be collected. Designated offerings must be announced to the participating congregations at least two weeks in advance of the collection.
2. Before the date of the offering, contact Senior Pastors at participating chapels to thank them for their support. Ask for permission to promote the offering by providing bulletin inserts listing PWOC ministries and the benefits of supporting our organization. (See pwoc.org **Resources** section for publicity fliers.) If possible, have PWOC members give testimonies to participating congregations.
3. After the collection, generally, one check is issued from the installation and must be made payable to: **DA Chaplain Fund**.
4. Mail checks to:
Office of the Chief of Chaplains
ATTN: DACH-IML; Suite 12500, Presidential Tower
2511 Jefferson Davis Highway
Arlington, VA 22202-3907
5. Send a thank-you note to the Senior Pastor of each chapel congregation who participated.