



USA Administrative Instructions for the 15th Annual Small Steps to Success Campaign!

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

Please Note

- 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 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.

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

Patients can donate one of the following ways:

- Complete donation form and return to your office or mail it directly to the NUCCA office.
- Make a donation online at <http://www.nucca.org/small-steps-fundraising-campaign>

Process for each office:

- If you receive donation forms, please send to the NUCCA office. You **must** include the payment information and the donation form.
- Please make a copy of the form for your records if you would like.
- Please indicate your office name and the participating Drs name(s).
- Please send collections to the NUCCA office each Friday or email your total donations to the NUCCA office.
- The NUCCA office will take care of sending receipts to donors who donated \$50, or more.

**To see the results of our research efforts since 1971, see our
[Impact Report](http://www.ucmonograph.org) at: www.ucmonograph.org**

