**Donation Handling Procedures**

**Preferred method for monetary donations:**

To donate using credit card or PayPal account to donate, have people go to <http://www.foodbankofnorthernindiana.info/> and click the Notre Dame Donate button.

**To donate by check:**

Checks should be made out to **Food Bank of Northern Indiana**. Checks will be collected in the same manner as cash donations and stored in a safe location until the end of the drive. Until pick-up, they should be stored in a secure location.

**Cash donations:**

A campus bank account has been set up to consolidate cash donations.  We recommend that you follow common sense guidelines:

* appoint someone in your unit to take on the responsibility for managing the money
* do not leave large amounts of money visibly unattended
* keep the money locked up over the noon hour or at the end of the day

**Cash and Check collection:**

When you are ready to have cash moved to the bank account or checks moved to a central location, please contact Mike Geglio (phone: 1-5126; email: mgeglio@nd.edu).  You will be contacted within a business day to make arrangements for collecting the money.  Cash will be deposited in the FOAPAL account and at the end of the campus food drive, a check will be written to the Food Bank to clear the account of all donated funds. All donation checks will be given to the food bank at the end of the drive.

**Food barrel donations:**

When your food barrel is full, contact Anne Kolaczyk (phone: 1-8679; email: akolaczy@nd.edu) to schedule a pick up.