

Procedure for Requesting Designated Offerings

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

Suggested steps:

Send a memorandum seeking approval for the designated offering to the Resource Manager or Parish Council. (See **Memorandum to Request a PWOC International Designated Offering** in the **WMM, Local** section Appendix.)

1. Coordinate closely with the Resource 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. 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.