Justice League Champion Donation Collection & Tracking Policy

100 JUSTICE CHAMPIONS ● ONE MISSION ● $50,000

Fundraising Period: November 1–December 1, 2026 | Funds and Tracking Forms Due: Tuesday, December 1, 2026

Purpose and Accountability

These instructions apply to every Justice Champion collecting or soliciting contributions for CAJM's Giving Tuesday fundraiser. Champions serve as temporary custodians of any cash or checks they accept. All contributions—cash, check, or electronic—must be documented on the Justice League Champion Donation Tracker. The CAJM Treasurer will verify, reconcile, and confirm final fundraising totals.

How Donors May Contribute

Payment Method	Donor and Champion instructions
CHECK	Make payable to Capital Area Justice Ministry. Write "Giving Tuesday" on the memo/notes line. Give the check to your Justice Champion, who will log it and deliver it to the Treasurer. Do not make checks payable to the Champion.
CASH	Give cash directly to your Justice Champion. The Champion must count and document the amount received on the tracking form promptly and submit the full amount to the Treasurer.
ELECTRONIC	Donate directly through CAJM's official Invest page: https://www.capitalareajustice.org/invest/ . The site offers online giving, PayPal and Givelify options. Enter "Giving Tuesday" in any available notes/designation field so the Treasurer can allocate the gift appropriately. Tell your Champion the amount, date, and method so the gift can be logged; do not share payment credentials.

If the electronic payment screen does not offer a notes/designation field, the donor should contact the Champion with the transaction date, amount, and confirmation reference to request Giving Tuesday designation. Champions should record the gift as "pending verification" until confirmed.

Champion Collection and Safeguarding

- Record every donation on the Justice League Champion Donation Tracking, including date, donor name, amount, and payment method.
- For cash and checks, safeguard funds immediately in a secure location; keep them separate from other CAJM donations or congregational money.
- Provide donors with an acknowledgment of cash or check receipt when practical, noting the amount, date, and Champion name. The Treasurer/CAJM will issue any official contribution acknowledgment or annual giving statement.
- Do not photograph or transmit checks, banking information, or donors' payment credentials through unsecured channels. Limit access to tracking forms containing donor information.
- Notify the Treasurer promptly of a lost check, missing cash, suspected discrepancy, duplicate transaction, or other issue. Do not privately offset a shortage or alter records to conceal an error.

Turn-In Deadline and Handoff Procedure

1. On or before Tuesday, December 1, 2026, arrange direct handoff of all collected cash and checks to the CAJM Treasurer. Contact the Treasurer in advance for the approved delivery time and location. Do not leave funds unattended.

2. Bring the completed Justice League Donation Tracker and organize checks and cash by payment type. Count the cash and confirm the number and face value of checks before handoff.

3. Complete a two-party handoff with the Treasurer or an expressly authorized designee: both parties confirm the amount of cash, number and total of checks, date, and any discrepancies. Retain a copy or acknowledgment of the submission.

4. For electronic gifts, submit the corresponding tracking entries. Do not submit credit-card details or donor login information.

5. If any gift arrives after the deadline, notify the Treasurer immediately and follow the Treasurer's instructions. Do not include late or unverified gifts in the final December 1 total without Treasurer confirmation.

Treasurer Verification, Reconciliation, and Reporting

The Treasurer will reconcile submitted cash and checks against donation tracking forms, deposit records, and electronic payment reports; identify duplicates, reversals, or unverified items; and assign contributions to the Giving Tuesday fundraiser. Champion totals are preliminary until the Treasurer verifies and reconciles them.

CAJM Member Giving and Acknowledgments

Giving Tuesday donations made by CAJM members will count toward their overall giving for the year and will be reflected on their year-end giving statements, subject to verification in CAJM's financial records. Non-member donors may request acknowledgment from the Treasurer.

Quick Reference for Donors

Checks: Pay to "Capital Area Justice Ministry"; memo "Giving Tuesday"; deliver to your Champion.

Cash: Deliver to your Champion for documentation and secure turn-in.

Online: Visit https://www.capitalareajustice.org/invest/; use the available online, PayPal, or Givelify option; designate "Giving Tuesday" in notes when available; inform your Champion of the donation details.

Questions / Exceptions

CAJM Treasurer | treasurer@capitalareajustice.org
Website | www.capitalareajustice.org
Any exception to the collection or handoff process must be approved by the Treasurer in advance.