



137 Grandview Avenue, Waterbury, CT 06708 • Phone: 203-597-9080

## Baby Bottle Boomerang Agreement

*The purpose of the form is to help us assure permission is granted from an organization's leadership and best practices are followed when donations are collected.*

Name of Parish \_\_\_\_\_

BBB Lead \_\_\_\_\_

BBB Lead Phone \_\_\_\_\_

BBB Lead Email \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Parish Office Email \_\_\_\_\_

Parish Office Phone \_\_\_\_\_

Parish Mailing Address \_\_\_\_\_

Proposed Baby Bottle Start Date \_\_\_\_\_

### Support Materials Requested (list qty)

- \_\_\_\_\_ Laminated Cardboard Signs (for table or easel)
- \_\_\_\_\_ BBB Flyers
- \_\_\_\_\_ BBB Media Graphics for bulletin or social media
- \_\_\_\_\_ Suggested Pulpit Announcements
- \_\_\_\_\_ Please provide a speaker to provide a brief pulpit talk.

Proposed Baby Bottled Collection Date (Typically 3 weeks later) \_\_\_\_\_

## Collection Agreement

\_\_\_\_\_ A CP Team Member will meet a member of the parish at an agreeable time to retrieve the collection bins; CP Counters will follow a cash handling protocol to securely count and deposit funds and provide the parish with a total count. *We offer this service due to the cumbersome nature of collecting coins.* (Recommended)

\_\_\_\_\_ Parish counters (or designees) will count all donations and deposit into the parish bank account. The parish will send one check (along with any individual checks made to Carolyn's Place) to Carolyn's Place, once drive is completed.

*Our finance policies no longer permit parish staff or volunteers to deposit funds directly into CP's bank accounts.*

*Our policies do not permit individuals from taking home donations or counting funds outside of parish donation processing protocol. Donor records are maintained for tax purposes on all check donations made to Carolyn's Place. Parishes have the option to deposit cash and coin into their corporation's account and send one check to Carolyn's Place should they choose.*

## Pastor / Administrator Acknowledgement

I am granting permission for \_\_\_\_\_ (BBB lead or other designee) to organize a BBB drive on behalf of Carolyn's Place Pregnancy Center at the listed parish. I am aware we are participating in this drive and agree to the above chosen arrangement of donation handling.

Pastor / Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

*Questions regarding best practices for donation handling should be directed directly to John Lynch, Executive Director, at 203.597.9080.*