



# CANCER GRANT DONATION FUND

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## Cancer Grant Donation Fund of the Department of New York 2024-2025 Instruction Sheet for Auxiliary

Sustaining the Cancer Grant Fund relies on donations from our Auxiliaries and this year it is your decision and can be processed through your meeting and vote by your members.

Your donation process should be:

- President should address the Auxiliary's Cancer Grant donation and allow discussion by the members present at the monthly meeting. Upon agreement of an amount, the President will entertain a Motion, second and vote to approve the agreed upon donation amount.
- Secretary should record the business transacted, the motion, who made and seconded the motion and whether carried or lost.
- Treasurer will process the result of the motion to donate the Auxiliary amount through MALTA.  
[Refer to the Sheet of details for Auxiliary Treasurer on how to 'Make a Donation' enclosed]

Your Auxiliary Donation through the Gift Entry of MALTA will earn your participation in the Cancer Grant Donation Fund of the Department of New York.

Because of the time lapse of MALTA reporting back to the Department of whomever or whichever Auxiliary has made their donation, I would like to make a request. Would you send me a notification, either by email, phone call or note, as noted above ... of your MALTA process? Please provide:

_____	_____	\$ _____	____/____/20__
Auxiliary # & Name	District #	Donation amount	Date processed in MALTA

Let's make this year a proud experience in your fight to **Erase Cancer**. Thank you in advance for your continued Support.

Loyally, Phyllis Roseboom, Chairman

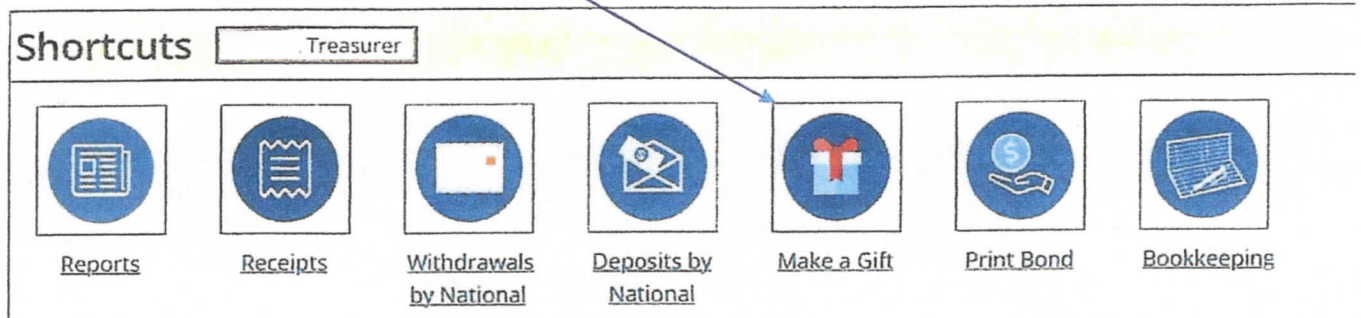


## STEPS TO MAKE A DONATION PAYMENT ON MALTA

1. Login to MALTA
2. From the Menu Bar, Click on 'Duties':



3. From the Shortcut Icons, Select 'Make a Gift'



4. Choose appropriate 'entity', then Click on 'Make a Gift'

Make a Gift payment from

Auxiliary

Make a Gift

5. Fill in donation amounts and complete transaction as directed:

Fund	Amount
Cancer Aid & Research	\$
Health & Happiness	\$
Patriotic Art	\$
Continuing Education	\$
National President's Special Project	\$
<b>Total Gift Amount</b>	<b>\$0.00</b>

I hereby agree to the terms and conditions of purchase.

[Read Terms and Conditions](#)

Pay Now

Cancel

Please do not click the payment button twice.