



## Tips for Collecting Donations

As a host, you are responsible for collecting your guests' donations and forwarding the donations to the NCA Cares Fund. It is important for you and your guests to know that all funds collected will go to the charities. The allocation of funds between the three programs will be based upon the needs of each charity as determined by a volunteer committee of members.

Below is detailed information on how to make your donation:

1. Make certain that those attending your dinner know the importance of their donations and how your collective giving expands our ability to affect change in the lives of those coping with cancer, domestic abuse and natural disasters. Have copies of the NCA Cares Charities description on hand to distribute to each guest.
2. While we are recommending a donation of \$25, we gladly appreciate any and all levels of giving. We recommend that you set an amount based on your guests' ability to give. Every dollar given is important!
3. Mention the different ways to give:
  - Online at [www.probeauty.org/dining-for-change](http://www.probeauty.org/dining-for-change)
  - By check made out to the NCA Cares Fund
  - By credit card forms using the enclosed Dining For Change sign in and donation form
  - Cash can be collected, but please convert the cash into one check or credit card payment to the NCA Cares Fund
4. Let those **who cannot** attend know they can still donate online at [www.probeauty.org/dining-for-change](http://www.probeauty.org/dining-for-change), or send their donation to you or directly to the NCA Cares Fund (contact information is below).
5. Thank your guests for their generosity and for making a difference *"one dinner at a time!"*
6. Mail all donations to:  
Professional Beauty Association | National Cosmetology Association  
Attn: Dining for Change  
15825 N 71<sup>st</sup> Street, Suite 100  
Scottsdale, AZ 85254
7. Be sure to thank your guests on behalf of PBA | NCA. A sample thank you can be found on the Dining For Change website.

*Our Charities:*

