Dear I2SL Chapter Officers,

Spring is here and many chapters are busy planning events. Each time your chapter collects event and sponsorship money, ask yourself if everything makes **CENTS**:

- **Chapter Payment Form**
  Every time you process a payment, complete the [Chapter Payment Form](#) and return it to I2SL HQ. This will ensure we can properly process your chapter’s funds. This form can be customized with your chapter name and logo.

- **Envelope Address**
  Please mail checks and payment forms to I2SL HQ at:

- **Never Mail Cash**
  If you collect cash at an event, deposit the cash and then write a check for the amount collected in cash.

- **Templates for Invoices and Receipts**
  You can customize the [Invoice Template](#) and the [Receipt Template](#) with your chapter name and logo before sending them to payees.

- **Still Have Questions?**
  Please let us know if you have any questions about chapter payments.

Thank you for your continued support of I2SL!

Kate Consroe, Shannon Johnson, and Crystal Jones
I2SL Chapter Coordinators

**Chapter Anniversaries This Month**

Congratulations to the Heart of America Chapter on their two-year anniversary!