

# 2012 CWA Elizabeth Glaser Pediatric AIDS Foundation Program Administrative Procedures and Guidelines

## Dates of the Program and Assigned Quotas

The 2012 CWA-PAF Program will be conducted on a calendar-year basis beginning January 1, 2012, through December 31, 2012. The Union's convention established a minimum CWA-PAF quota of at least \$1.00 per member per year. This quota is based on the previous year's October Membership Development Report; (i.e., 2012 PAF quotas are based on the 2011 October Membership Development Report).

## Transmittal and Credit for Contributions

Contributions by check must be made payable to "**CWA-PAF.**" Please forward all contributions to:

Annie Hill, Secretary-Treasurer  
CWA Headquarters  
**ATTN: Y. Taylor**  
501 Third Street, N.W.  
Washington, D.C. 20001

## Automatic Deduction Forms Procedures

To further improve our efficiency in the way we collect donations, locals that elect to pay their quota via automatic deduction will no longer have to complete the form every single year. Upon completion of the auto deduct form, this method of collection will remain active unless a local gives notification to cancel the auto deduction.

Contributions by Dues Deduction will be processed by completing a PAF Dues Authorization Form and returning it to Annie Hill either by FAX at 202.434.1481 or by U.S. mail to the above address.

**NOTE: Dues deduction is not available to locals that are 100 percent local collection or cash dues.** If a local receives individual member contributions, the local must deposit this money in the local's account and forward one local check for the total amount of contributions received.

Any individual contributions made to the Pediatric AIDS Foundation "in memory of" a specific individual will not be reflected in the local's yearly quota and must be forwarded directly to:

Elizabeth Glaser Pediatric AIDS Foundation  
Department 0096  
Washington, D.C. 20055

However, any local wishing to make a contribution "in memory of" a specific individual should send that contribution to Secretary-Treasurer Annie Hill's office and the local will receive credit toward its yearly PAF quota.

## **Retired Members' Club**

All CWA Retired Members' Clubs affiliated with the CWA Retired Members' Council will be eligible to participate in the PAF Program and receive recognition at the CWA Annual Convention.

## **CWA-PAF Awards Program**

To be eligible for a Convention Award, a local must have met its quota of 100 percent by the December 31 deadline of the preceding calendar year.

### **1. SPECIAL LOCAL AWARDS**

- A. The local that has contributed the most CWA-PAF dollars by the December 31 deadline of the preceding calendar year will receive the "Ariel Glaser Award" at the subsequent convention.
- B. The local that has contributed the highest percentage of its CWA-PAF quota by the December 31 deadline of the preceding calendar year will receive the "Hope Award" at the subsequent convention.
- C. The five-year continuous giving PAF plaque will be given to all locals that have contributed 100 percent of their CWA-PAF quota for five consecutive years. Each succeeding year, the local will receive a small metal plate to be attached to the plaque.

### **2. CERTIFICATES OF RECOGNITION**

All locals that have contributed 100 percent to their CWA-PAF quota by the December 31 deadline of the preceding year but have not contributed for five consecutive years will receive a "Certificate of Recognition" at the subsequent convention.