Instructions for Donors:

Online-

antiochfc.org/give → AFC Trips Fund →Choose correct trip→ MEMO TEAM MEMBER NAME

Notes:

1. Donors MUST put the participant's name in the memo line. If they don't it will go into the general trip fund. It is not the responsibility of the accountant or team admin to find out who a check is supposed to go to. If the team member catches something off or knows who a check is for, reach out to ats@antiochfc.org AND accounting@antiochfc.org and we will allocate that, we just won't seek out where to allocate it.
2. All donations will take at least one week to be input into the Managed Missions system. Because of delays with our donation receiving, bank deposit, and accounting system, it's not possible for a faster turnaround. If a team member knows for certain a donation was given more than 8 days prior, they are welcome to email both ats@antiochfc.org and accounting@antiochfc.org to try track that donation down. Any requests before the 8-day mark will be honored after that 8th day has passed.

Cash/Check-

If mailing, a check should be written to Antioch Community Church and should have "Trip Name: Last Name, First Name" in the memo line. Cash should be sent with a note, "Trip Name: Last Name, First Name".

<div align="center">

Antioch Community Church
PO Box 273323
Fort Collins, CO 80525

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How to Use ManagedMissions:

1. Create a login
2. Login to see Team Meeting Dates, Fundraising deadlines, documents required, etc. All information is required to book flights and secure your spot.
3. Once a week, the Antioch Accountant will upload all donations (cash, check, and online) into the ManagedMissions system. The Missions Coordinator will reconcile any donations that need to be reconciled with donation reports.
4. Login occasionally to see your progress. All updates(#3) will happen automatically, but IF a donation has taken *longer than 8 days* to appear on your account, please email both ats@antiochfc.org AND accounting@antiochfc.org. One of us will be able to look for that donation and see where it may have been incorrectly allocated to.