



## UAW LOCAL 1268

### GATE COLLECTION GUIDELINES

1. All gate collections must be for a Committee fundraiser or for a UAW 1268 member or their spouse or child.
2. Any member who wishes to request a gate collection, for themselves or others, must fill out a request form (available at the hall) and must make a motion at the monthly membership meeting under “New Business”. If in the event there is a cancellation of said meeting (summer months etc.) then the Executive Board may make a decision.
3. **DATES MUST BE PRE-APPROVED** TO PREVENT MULTIPLE COLLECTIONS.
4. You must make your own leaflets stating the purpose of the gate collection. Leaflets must state pertinent information and after collection a Thank You with the amount collected must be made available to the membership.
5. Leaflets **MUST** be approved by one of the top 5 officers of the Local Union in advance. Copies can be made at the Local Union Hall.
6. You are responsible for finding your own volunteers to man the gates at **ALL** units **NO LOST TIME OR UNION BUSINESS WILL BE GIVEN.** (exception to include committee collections and late arrivals to complete responsibilities associated with collection).
7. **You must pick up and return all of the collection boxes from/to the Local Union Hall during office hours (between shifts if applicable). DO NOT OPEN THE BOXES.**
8. All monies will be counted at the UAW Local 1268 Union Hall. Counts are considered as being accurate, but in many instances they are not. Verification of the count or non-verification of the count will be determined by the count of the Alpine Bank upon the deposit of the collection. A receipt will then be issued for the exact amount and a check cut subsequent to deposit. This would normally be the Wednesday following the collection on our regular payable day.
9. Unless special circumstances **ONLY TWO GATE COLLECTIONS PER MONTH WILL BE ALLOWED.**