



## CCC Coin Bank Procedures

- 1) All US Club CCC coin bank orders should be sent, via mail or fax to the attention of the CCC/Programs Dept at the Optimist International headquarters in St. Louis. All Canadian Club coin bank orders should be sent to the Canadian Service Centre (CSC) in Montreal.
- 2) Coin bank orders cannot be processed unless accompanied by an order form signed by a current Club President, Secretary or Treasurer. Forms may be obtained from either the St. Louis or Montreal offices, or can be downloaded from the CCC section of the Optimist web site ([www.optimist.org](http://www.optimist.org)).
- 3) Clubs have the option either paying \$15.00 at the time of ordering the banks or having the appropriate amount billed to their Club.
- 4) Each bank ordered comes with a set of 50 brochures Each order is sent with two copies of a revenue agreement. The Club President, Secretary or Treasurer signs both copies, keeps one for the Club's records and mails the other copy back to the Optimist International Office they received the banks from.
- 5) Clubs that were invoiced for fees cannot re-order until all invoices are paid. Clubs must also return a completed copy of the revenue agreement to the Optimist International Office they ordered the banks from before they may re-order additional banks.
- 6) Additional brochures are available after a minimum donation of \$20.00 per bank per year is received.
- 7) Bank fees are collected by Optimist International and credited to CCC. Collected coin bank revenues from US Clubs are to be sent via check made out to "OIF-CCC" and forwarded to the attention of CCC/Programs at the St. Louis office. Canadian Clubs are asked to make their checks out to "OIFC-CCC" and sent to the CSC. All Clubs are requested write their Club # and "coin bank revenues" on the memo portion of the check or with an attached note. Clubs receive donor credits for their revenue remittances.
- 8) **Only** Clubs may order banks. Banks become the property of Clubs upon receipt. Clubs are restricted to using their share of the proceeds on CCC related –activities, and they may not be used to fund other Club projects or activities.

Please contact the Programs Department at 800-500-8130 or via email at [ccc@optimist.org](mailto:ccc@optimist.org) if you have any questions or concerns regarding CCC coin banks.

Thank you for your continued support of CCC.