

## I<sup>2</sup>SL Chapter Resources

### Taking Care of Business



Dear I<sup>2</sup>SL 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 [I<sup>2</sup>SL 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 I<sup>2</sup>SL HQ at:  
I<sup>2</sup>SL, c/o ERG, 2300 Wilson Boulevard, Suite 350, Arlington, VA 22201.
- **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 I<sup>2</sup>SL!

Kate Consroe, Shannon Johnson, and Crystal Jones  
I<sup>2</sup>SL Chapter Coordinators

### Chapter Anniversaries This Month

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

Connect with I<sup>2</sup>SL: [info@i2sl.org](mailto:info@i2sl.org) | [www.i2sl.org](http://www.i2sl.org) | 703.841.5484