

**Twenty Pearls Incorporated**

**37<sup>th</sup> Debutante Cotillion**



**Cotillion Finance Workshop**

**December 11, 2018**



Twenty Pearls Incorporated is the charitable arm of Alpha Kappa Alpha Sorority, Incorporated® Gamma Delta Omega Chapter. Twenty Pearls Incorporated is a 501(c)(3) organization that is eligible to receive tax-deductible charitable contributions.

Each debutante-elect is required to pay a **non-refundable** commitment fee of \$400.00; \$200 due at the Orientation and the balance due on December 11, 2018. In addition, each debutante-elect is required to raise at least \$1,500.00 through fundraising activities. All debutantes that raise over \$2,000.00 will receive a scholarship valued at 10% of the amount raised. For example, debutante-elect A raises \$2,500.00 will receive a scholarship of \$250.00. The debutante that raises the most money over \$2,500.00 by the deadline will be crowned Miss Cotillion. **All funds are due on February 6, 2019.**

Funds collected for ads and patrons can be submitted in cash, money order, personal, certified or business checks, PayPal (family & friends) to [treasurer@twentypearlsinc.org](mailto:treasurer@twentypearlsinc.org) include Deb-Elect information and other pertinent information in the notes and through credit cards. **A \$45.00 fee will be charged for returned items due to insufficient funds.**

The debutante-elect commitment fee includes the following:

1. Cotillion Dress Package
2. Arm Bouquet for each debutante-elect
3. Corsages for the Mothers and/or Guardians
4. Boutonnieres for the Escorts, Fathers, Guardians or Presenter
5. Special activities and events
6. One copy of Cotillion on DVD or video
7. Cotillion Awards
8. One Cotillion group picture of the Debutantes and Escorts
9. Complimentary tickets to the debutante presentation

## SOUVENIR JOURNAL

The Souvenir Journal provides a visually lasting memory of the Debutante Cotillion. Hence, it is important for this document to be a product of quality – one that may be treasured for years to come. This is a publication in which parents, relatives, friends, and businesses will donate to their special debutantes and, in some instances, advertise their business. Souvenir Journals will be distributed at the Cotillion.

### *GENERAL INFORMATION*

- These guidelines have been developed to ensure that funds submitted are accurate and submitted to Twenty Pearls, Incorporated in a timely manner.
- To ensure the accuracy of all published Levels of Giving, please make sure that all information is correct before submitting.
- A Submission of Funds form **must** accompany all funds being submitted to Twenty Pearls, Incorporated. It has been designed to accurately track and record all funds received.
- Please submit a **complete list of Patrons** at the Cotillion Collection on February 6, 2019.
- **All Patrons** must maintain a bank record to deduct a contribution of cash, check, or other monetary gift on their individual or business tax return.
- A \$45.00 fee will be charged for **each** returned check regardless of the reason for the return.

# **PATRON LEVELS OF GIVING INFORMATION SHEET**

**All donations are 100% tax-deductible**

## **Pearl Patron: anyone that gives \$1000+**

- Business Ad run on TPI social site (1 month)
- Full Page Color Ad in the Program Booklet
- Acknowledgement during cotillion (award/trophy)
- VIP seating

## **Diamond Patron: anyone that gives \$500.00- \$999.99**

- Ad run on TPI social site (2 weeks)
- Full Page Color Ad in the Program Booklet
- Acknowledgement during cotillion/certificate presented
- VIP seating

## **Gold Patron: anyone that gives \$250.00- \$499.99**

- Ad run on TPI social site (1 week)
- Patron acknowledgement

## **Silver Patron: anyone that gives \$100.00- \$249.99**

- Patron acknowledgement

## **Ivy: anyone that gives \$10.00-\$99.99**

- Patron acknowledgement

# REMITTANCE INSTRUCTIONS

## *PATRONS*

Patrons funds submitted **will not be accepted** unless accompanied by the appropriate amount of money and a Submission of Funds form. Directions will be provided for submission a later date.

**Deadline for all Patrons is February 6, 2019.**

### Remittance of Ads (Pearl & Diamond Levels of Giving)

- **EXACT** message must be stated.
- Spelling must be **CORRECT**.
- Message must be **TYPED** in the appropriate size and format.

Please ensure that all physical pictures are labeled with the Debutante's first and last name so that they may be returned to the rightful owner.

### Remittance of Patrons

- Names must be **ALPHABETIZED**.
- Spelling must be **CORRECT**.
- Names must be **TYPED**.
- Names must include a **TITLE** (Mr., Mrs., Miss, Ms., Master, Rev., Dr., Colonel, etc.).
- **No** nicknames.

Twenty Pearls, Incorporated strongly emphasizes the importance of the above and all of the foregoing information. In this regard, we expect full cooperation from all persons involved.

**ALL funds must be submitted on the FINAL deadline of February 6, 2019 for consideration in being crowned Miss Cotillion. Questions relating to fund submission should be directed to Mrs. Connie Taylor at [connietaylor@cox.net](mailto:connietaylor@cox.net).**

***Sender's Name***

Street Address  
City, State Postal Code  
Phone (000) 555-1234  
Email address: someone@microsoft.com

<Date>

Dear <Mr. and Mrs. or Family and Friends.>,

I am honored and excited that I have been accepted as a participant in the 37<sup>th</sup> **Debutante Cotillion** sponsored by Twenty Pearls Incorporated the charitable arm of Alpha Kappa Alpha Sorority, Incorporated® Gamma Delta Omega Chapter in Portsmouth, Virginia. Twenty Pearls Incorporated is a 501(c)(3) organization, therefore funds donated are 100% tax deductible.

I am requesting your support as a patron for in my pursuit of the Cotillion. The objective of the Cotillion is to provide us with the opportunity to enhance our skills in educational, cultural and social programs. Programs and training sessions are provided to motivate us to strive for higher standards of living, enhance self-esteem, and encourage us to participate in cultural and community service activities as well as career institutes.

I am enclosing a copy of the levels of giving for your information. Funds can be received by cash, check, credit card (fee) or through PayPal (Family & Friends) at [treasurer@twentypearlsinc.org](mailto:treasurer@twentypearlsinc.org). Please be sure to include my name in the notes and annotate for the 2019 Cotillion on all donations. All checks should be made payable to Twenty Pearls Incorporated to be tax deductible.

The Cotillion will be held on Saturday, March 30, 2019. The event is free and open to the public however tickets are required. Please contact me for tickets. Thank you for sharing this wonderful experience with me. I look forward to hearing from you.

Sincerely,

<Your Name>

## EXAMPLES OF CORRECTLY WRITTEN CHECKS

- **Personal checks** must be made payable to: **Twenty Pearls, Incorporated** with the name of Debutante written on the Memo line.

JANE AND JOHN DOE 1908 Howard Way City, State Zip	2-354/710 <u>January 15</u> 20XX
PAY TO THE ORDER OF <u>Twenty Pearls Incorporated</u>	\$100.00
<u>One Hundred and 00/100</u>	DOLLARS
<b>Anywhere Bank</b>	
1357 West 103 <sup>rd</sup> Street Chicago, IL 60613	
For <u>Debutante's First &amp; Last Name</u>	<u>Signature</u>
1:071003544 656578989898	

- **Business and Church checks** should be made payable to: **Twenty Pearls, Incorporated** with the name of Debutante written on the Memo line.

ABC BUSINESS P.O. Box City, State Zip	2-354/711 <u>January 15</u> 20XX
PAY TO THE ORDER OF <u>Twenty Pearls Incorporated</u>	\$1,000.00
<u>One Thousand and 00/100</u>	DOLLARS
<b>Anywhere Bank</b>	
1357 West 103 <sup>rd</sup> Street Chicago, IL 60613	
For <u>Debutante's First &amp; Last Name</u>	<u>Signature(s)</u>
1:071003544 656578989898	



**TWENTY PEARLS INCORPORATED**  
**COTILLION SUBMISSION OF FUNDS FORM**

<b>Debutante-Elect</b>
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Patron Levels of Giving	Cost	Quantity	Total
<b>Ivy Patrons</b>	\$10.00 - \$99.99		
<b>Silver Patrons</b>	\$100.00 - \$249.99		
<b>Gold Patrons</b>	\$250.00 - \$499.99		
<b>Diamond Patrons</b>	\$500 - \$999.99		
<b>Pearl Patrons</b>	\$1000.00+		
<b>Subtotal</b>			
<b>Other Donations/Projects</b>			
<b>Subtotal</b>			
<b>TOTAL</b>			\$

**FOR USE BY COTILLION FINANCE COMMITTEE:**

Verified by Souvenir Journal Committee: \_\_\_\_\_ Date \_\_\_\_\_

Verified by Finance Committee: \_\_\_\_\_ Date \_\_\_\_\_

# PATRONS' LIST (SAMPLE)

Twenty Pearls, Incorporated

**Debutante Elect**

**JANE DOE**

**(\$5.00 for individual names and \$10.00 for couples)**

**NOTE: All names must be typed in alphabetical order on this form.**

1. Mrs. Linda Doe	Ivy	\$ 50.00
2. Rev. and Mrs. Joseph Doe	Ivy	\$ 10.00
3. Master Jeremy Doe	Ivy	\$ 75.00
4. Captain John Doe	Silver	\$ 125.00
5. Dr. and Mrs. Stephen Doe	Silver	\$ 100.00
6. Ms. Joy Doe	Gold	\$ 250.00
7. Ms. Jill Doe	Diamond	\$ 500.00
8. Mr. and Mrs. Arthur Doe	Pearl	\$ 1000.00
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
	TOTAL	<b>\$ 2110.00</b>

# COTILLION BUSINESS ADVERTISING AGREEMENT

Twenty Pearls, Incorporated  
P O Box 7187  
Portsmouth, VA 23707

Submitting Ad for Debutante Elect \_\_\_\_\_

Name of Company or Person \_\_\_\_\_

Address of Company/Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

I/We \_\_\_\_\_ enter into an agreement with  
Twenty Pearls, Incorporated to purchase advertising space in their **2019** Debutante Cotillion Program  
Journal as follows:

PLEASE CHECK THE AD SIZE YOU DESIRE:

Pearl Full Page	\$1000.00	\$ _____ . 00
Diamond Full Page	\$ 500.00	\$ _____ . 00

**\*\*Please provide original pictures, scanned picture quality not guaranteed\*\***  
**TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_ . 00**

**Make Money Orders, Cashier's or Business Checks payable to: Twenty Pearls Incorporated**

Return Ad Agreement and check by **1/27/19** to the Debutante-elect. Final Ad Collection **2/6/2019**

**THANK YOU FOR YOUR SUPPORT!**

Ad **must be typed** exactly as it is to appear in the Souvenir Journal, or staple a copy of your ad and/or business card to this agreement. Send electronic copy of ad to the debutante-elect.