

Donation Instructions for the Knox Puerto Rico Young Adult Mission Trip

- A) For Online donations using a bank account (preferred) or major credit card
- a. **Knox members** (or others with Knox Connections login):
 1. At knoxpres.org, go to Groups and Young Adults.
 2. Under Young Adult Mission Trip, click on Donation Instructions and print them out (suggested), then click on Donate.
 3. Select Young Adult Mission Trip as the giving category and enter the gift amount for your first participant, then in the Optional Description box to the right of the amount, enter the name of the participant you are supporting or leave blank for general trip support. Do not use “add more” as it is not operational at this time.
 4. Click Next, enter your Knox Connection login information and use an existing Payment Method or enter a new one, and complete the transaction. Print the Receipt.
 5. If you are donating for multiple participants, you will need to repeat the above from step 2 for each individual.
 6. Your donation(s) will be recorded on your Knox giving statement.
 - b. **Non-Knox members** without a Knox Connections login:
 1. At knoxpres.org, go to Groups and Young Adults.
 2. Under Young Adult Mission Trip, click on Donation Instructions and print them out (suggested), then click on Donate.
 3. Select Young Adult Mission Trip as the giving category and enter the gift amount for your first participant, then in the Optional Description box to the right of the amount, enter the name of the participant you are supporting, or leave blank for general trip support. Do not use “add more” as it is not operational at this time.
 4. Click Next, enter Guest, enter your Payment Method, and complete the transaction. Print the Receipt for tax purposes.
 5. If you are donating for multiple participants, you will need to repeat the above from step 2 for each individual.
- B) For Checks
- a. Make out donation checks to “Knox Presbyterian Church” with “PR YA Trip - [name of the participant you are supporting]” on the memo line or leave the person’s name blank for general trip support. The check can be placed in the offering plate during services or mailed to (or dropped off at) Knox Presbyterian Church at 1105 Catalpa Lane, Naperville, IL, 60540-7950, in an envelope marked “attn: PR YA Mission Trip” or given to Bruce Burkelman (bmburkelman@yahoo.com or 630-209-1421). Provide a separate page with the split by name if your check includes giving for multiple participants (or provide the list of names and advise “divide evenly”).
- C) For Cash
- a. Cash donations are also welcome. Place the donation in a sealed envelope marked with your name and “PR YA Mission Trip - [name of the participant you are supporting]” or leave the person’s name blank for general trip support. The envelope can be placed in the offering plate during services or dropped off during business hours at Knox Presbyterian Church at 1105 Catalpa Lane, Naperville, IL, 60540-7950 or given to Bruce Burkelman (bmburkelman@yahoo.com or 630-209-1421). Provide a separate page with the split by name if your check includes giving for multiple participants (or provide the list of names and advise “divide evenly”).

Thank you for your support for Knox Young Adult Mission Trips!