



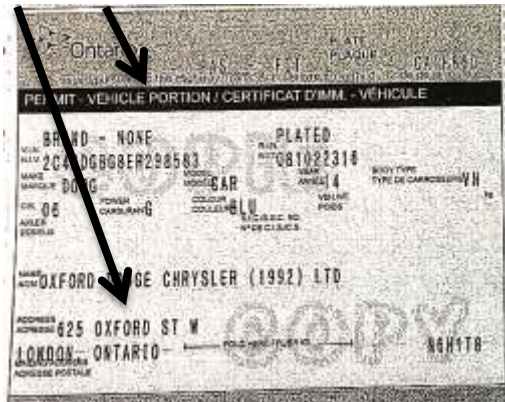
Giving Hope Today

Kettle Campaign Procedure for Loaned Vehicles (Santa Vans)

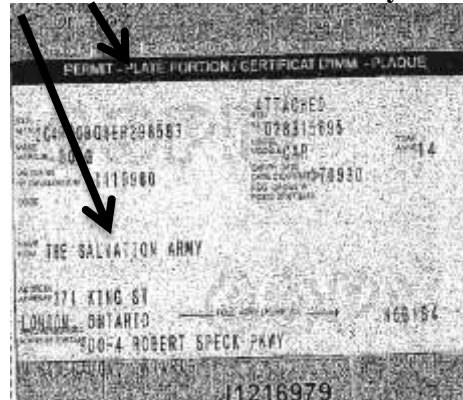
In order to have the proper insurance coverage for donated Santa Vans or vehicles of any kind, the following procedure must be strictly adhered to:

1. The providing dealership should provide a short term lease agreement (less than 60 days) that shows the vehicle is being leased to the local ministry unit.
2. The lease agreement can be for \$0 or show that payment is being made by the dealer
3. The vehicle ownership paperwork must show the following:

Vehicle Portion shows the dealer name



Plated Portion shows "The Governing Council of The Salvation Army"



4. The plates must then be purchased by the local ministry unit. You will be required to pay for a full year, but you will be eligible for a rebate once the vehicles are returned.
5. Depending on your relationship with the dealer, they may offer to purchase and return the plate on your behalf with the vehicle. In this case, the dealer should invoice you for the full year of the plate, but you will still remain eligible for the rebate when it returned.
6. Complete the Donated Santa Vehicle Form and send this along with a copy of the lease agreement and your vehicle permit to Felipe Vega at felipe_vega@can.salvationarmy.org.
7. Make sure that a copy of the Salvation Army's Insurance Certificate (pink slip) is in the donated vehicle at all times. No photocopies – originals only. If you need additional slips please contact Felipe Vega.
8. When no longer needed, return the vehicle to the dealer and return them to your local MTO office for the rebate.