



## **Procedures for institutions and businesses to sell Chicago Shares**

- Establishments such as churches, mosques, synagogues and businesses can sell Chicago Shares vouchers to members and customers.
- Chicago Shares sells the vouchers to the establishment. The establishment pays for the vouchers up front (\$5 for each book of vouchers).
- The establishment sells (or just distributes if they prefer) the vouchers to their members and customers.
- If the establishment decides to stop selling the vouchers, Chicago Shares will buy back any complete books at full value. The establishment risks nothing by selling Chicago Shares.
- Chicago Shares will inform the public of who sells and accepts Chicago Shares through the website ([www.chicagoshares.org](http://www.chicagoshares.org)) and through publicity in local newspapers where possible.

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## **Procedures for businesses accepting Chicago Shares**

- Merchant displays the pink Chicago Shares sign in the front window.
- Merchant accepts Chicago Shares in lieu of cash.
- Merchants do not accept Shares for the purchase of alcohol or tobacco.
- Chicago Shares Representative visits the merchant once a month (or other agreed upon frequency) to collect the vouchers, fill out the Pick-Up Sheet and return with a check covering the full value of the vouchers redeemed at the merchant.

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## **Voucher Reimbursement Procedures for Chicago Shares Volunteers**

1. Visit the merchant once each month (or other agreed upon frequency) to obtain redeemed vouchers.
2. Count vouchers in the presence of the merchant or his/her representative.
3. Complete the Pick-Up Sheet and give the yellow copy to the merchant.
4. Call the Chicago Shares hotline to request a check. You may request that the check be mailed to you or you can pick it up at the Holy Name Cathedral rectory, 730 N. Wabash Avenue. \*
5. Deliver the check to the merchant. (If you and the merchant agree, the check can be mailed directly to the merchant by the Chicago Shares Executive Director responsible for issuing checks. In such cases, please provide the full name and address of the merchant.)

6. Cut the vouchers received in half horizontally. Keep the bottom part that shows the Share number.
  7. Deliver or mail the redeemed vouchers and the Pick-Up Sheet to the Chicago Shares mailbox at the Holy Name Cathedral rectory.
  8. You may be reimbursed for your mailing expenses once they meet or exceed \$5.00. Just mail or deliver a list of your expenses to the Chicago Shares mailbox.
- \* Volunteers who have a personal computer may choose to request checks via email. Address such requests to Mike Kraynak at [michael\\_kraynak@sbcglobal.net](mailto:michael_kraynak@sbcglobal.net).