GUIDELINES FOR AREA 59 ONLINE CONTRIBUTIONS

The Purpose of This Document:
The purpose of this document is to provide general information related to online contributions and an overview of how to use the Area 59 online contributions website/button.

Public Computers & Internet Security Considerations:
All payment processing related to Area 59 online contributions will be done through PayPal which offers the highest level of encryption and online security available 24/7. However, please keep in mind that entering personal and/or financial information on a public computer or public wi-fi (such as libraries, hotels, coffee shops) can pose additional security risks including theft of your personal and/or financial information or personal identity. Use of a computer owned by a friend or acquaintance may also pose a risk. And, when using workplace computers, they may be monitored by your employer.

Protecting Member Information:
All detailed, personal information entered through the contribution process will be protected and is not publicly available. Access to this data will be limited to only the Area 59 Treasurer and Web servant for the purpose of fulfilling their service duties to the Area; including the tracking of contributions. The tracking and publication of limited information related to individual and group contributions will continue under the current Area guidelines.

Protecting Financial Information:
Area 59 (including officers and Web servant) will **not** have access to credit card or financial institution information entered into PayPal through the contribution process. The only financial data available to Area 59 will be the type of contribution and contribution amount.

Contribution Limits:
In accordance with the Seventh Tradition which states "Every A.A. group ought to be fully self-supporting, declining outside contributions", Area 59 will only accept contributions from A.A. Members and A.A. groups. "For A.A. Members Only" and "Please only contribute if you self identify as an A.A. Member!" are indicated on the welcome page for Area 59 online contributions.

The minimum contribution amount is $2.00. Individual A.A. member contributions to Area 59 are limited to maximum of $3,000 per year. There is no limit for A.A. groups.

Types of Contributions:
There are three selections currently available for types of contributions (Standard Group Contribution, Birthday Contribution and One Time Personal Contribution).

Individual A.A. members are asked to select either Birthday Plan Contribution or One Time Personal Contribution. A.A. Groups should use the Standard Group Contribution.

Cost of Online Contributions:
As of 9/30/17, the cost of this online service, as a nonprofit organization using Pay Pal is 2.2% of the transaction amount + $.30 per transaction. These costs are absorbed through the transaction itself and will reduce the contribution amount received. For example a $100 contribution would result in a net contribution of $97.50 to Area 59.

As a comparison, contributions received by mail or in person cost the Area approximately $.80 per transaction for supplies and postage in addition to the time involved for the Area Treasurer to acknowledge each group's donation personally.

Accessing the Area 59 Contributions Website:
The Area 59 contributions website is accessed via area59aa.org by clicking on "Online contributions to Area 59" button located in upper right on the home/main page.

Using the Area 59 Contributions Online Website For Individual Contribution:
When making a contribution as an individual you will be need to complete the following on the Area 59 Online contribution form:
• Full Name (First, Last Name)
• E-mail Address
• Select either Birthday Plan Contribution or One Time Personal Contribution
• Enter contribution amount using this example format (10.00 or 100.00)
• Type your full name in "This contribution is from" field
• Click on print button for documentation of contribution
• Click on send button at bottom of page

A PayPal screen will then come up and you must complete the following:
• Select to either donate through PayPal (log in) or with a Debit or Credit Card
    Note: If you set up PayPal account, you can choose from Debit/Credit Card or a debit from a bank account
• Choose Country from drop down (default is United States)
• Card number
• Expires (XX/XX)
• Security Code (3 digit # on back of debit or credit card)
• First, Last Name (As appears on debit or credit card)
• Billing Address (As appears on debit/credit card statement; Select state from "V" dropdown list)
• Contact Information (Select Mobile, home or work from "V" dropdown), Phone number and Email
• Click on Donate Now button at bottom of page

Upon successful transmission of your contribution, two screens will come up. The first will indicate the amount you have donated to Eastern Pennsylvania General Service Assembly. The next will have Thank You, Your Online Contribution has been received; Eastern Pennsylvania General Service Area 59.

You can close out of the website by clicking X in upper right corner

An email receipt for contribution will be sent immediately upon completion by PayPal. Please keep or print this for your records.

Using the Area 59 Contributions Online Website For Group Contribution:

When making a contribution on behalf of a group you will need to complete the following on the Area 59 Online Contribution Form:

- Full Name (First, Last Name) of group treasurer or contact
- E-mail Address of group, group treasurer or contact
- Select Standard Group Contribution
- Enter contribution amount using example format (100.00 or 1,000.00)
- Type group name in "This contribution is from" field
- Type group number and district number in the "If Contribution is from a Group" field using the example format (#910093, District 18)
- Click on print button for documentation of contribution
- Click on send button

A PayPal screen will then come up and you must complete the following:

- Select to either donate through PayPal (log in) or with a Debit or Credit Card
- Choose Country from drop down (default is United States)
- Card number
- Expires (XX/XX)
- Security Code (3 digit # on back of debit or credit card)
- First, Last Name (As appears on debit or credit card)
- Billing Address (As appears on debit/credit card statement; Select state from "V" dropdown list)
- Contact Information (Select Mobile, home or work from "V" dropdown), Phone number and Email
- Click on Donate Now button at bottom of page

Upon successful transmission of your contribution, two screens will come up. The first will indicate the amount you have donated to Eastern Pennsylvania General Service Assembly. The next will have Thank You, Your Online Contribution has been received; Eastern Pennsylvania General Service Area 59.

You can close out of the website by clicking X in upper right corner

An email receipt for contribution will be sent immediately upon completion by PayPal. Please keep or print this for your records.