

ISATA Members..... How To Make ISATA Payments less painful.

There is a huge issue with checks for the ISATA Conference that I did not realize existed..Thanks so much for all the checks that were made out to my debate team, my school or best yet, ME. Also: ones I had no idea who they were for or the wrong amount or sent to the former treasurer. Don't worry they can go into the ISATA ACCOUNT WITHOUT CHANGING THEM. But there is a solution for next year and here it is.

The painless way to get your check for ISATA correctly...

1. Print out the ISATA Invoice on the website
2. I will put MAKE CHECKS PAYABLE TO ISATA on the invoice
3. YOU fill out the BILL TO section with your name etc..
4. YOU fill out the totals EX: 25 for Membership and \$40 Conf
5. YOU fill in the TOTAL
6. Make a copy of the invoice for your records (to mail later)
7. Give to your bookkeeper
8. Have the bookkeeper give the check to you to mail (preferred)
- 8a Remind your bookkeeper to mail a copy of the invoice with the check.
- 8b If you get the check, send the check with the copy of the invoice you made.
- 9 Enjoy your two days hassle free (this is for me more than you).

You will just have to trust me..but more than half of the checks I received had issues. Follow the above procedures and life will be a breeze.