



Palatine Celtic Soccer Travel Program 2006/2007 Manna Express Procedures

Revised July 25, 2006

Manna Express Start-Up Procedures

1. Call Manna Express and arrange to receive an information packet with instructions. Much of the information is on their website at www.mannaexpress.net.
2. Enroll online with Manna or with the documents that Manna mails to you. Use the next page as a guideline on how to complete the enrollment form. **Note that Delivery location of your certificates must be to a place of business. Delivery must not be to personal residences.**
3. Review the materials from Manna Express to learn about the order taking and order placing process. Call Manna Express if you have any questions.
4. Call Palatine Celtic Travel Business Administrator to:
 - a. register your team as a Manna Express participant with the club,
 - b. arrange for automatic debit of funds for your future orders, and
 - c. confirm your understanding of the procedure for transmitting team member checks and credit amounts to the Treasurer (see below).

Coordination of Checks and Credits with Treasurer

1. Communicate to travel business administrator via email or phone the amount of the payment to Manna for the order.
2. **By the day that your order is placed**, submit family checks to treasurer for deposit or deposit directly into the Palatine Celtic Soccer Checking account at any Harris Bank location (call treasurer for account number). If depositing the checks yourself, please call/email the treasurer with the amount of the deposit.
3. No later than 2 days after cash has been transferred from Palatine Celtic Soccer to Manna, deliver to travel business administrator an itemization of the credits to be received by the families. This itemization can be delivered in person or through email. The transmittal on the following page represents the information that is required. You may use this form or another created by you, as long as it includes all the information on the next page.

The following pages include blank forms that you can use for your team. Also included are those forms filled out with sample information as an example.

Palatine Celtic Travel Business Administrator

Lisa Perkins

847-705-5759

l.a.perkins@comcast.net

Manna Express

847-202-8442

**The following form can be filled out online at www.mannaexpress.net.
Please fill it in as indicated below in **green** and **red**.**

Please fill out and submit to Manna Express. We require an enrollment form be on file with our office before your Organization can start purchasing scrips through us. After submitting, please contact the office for all updated information.

Organization Information:

Organization: Palatine Celtic Soccer – (your group name)	
Address1: 250 E Wood Street	
Address2:	
City: Palatine	
State: IL	
Zip Code: 60067	
Phone Number: 847-705-5759	
Fax Number: 847-705-5759	
Email Address: l.a.perkins@comcast.net	

Ship To Information:

Ship To Name: Must be a business	
Address1: Must be a business	
Address2:	
City: Must be a business	
State: Must be a business	
Zip Code: Must be a business	

Volunteer Information:

Volunteer Name: Your name	
Address1: Your address	
Address2:	
City: Your address	
State: Your address	
Zip Code: Your address	
Phone Number: Your Phone	
Email Address: Your E-Mail	

