**Check Cutting**

Community Foundation checks are prepared weekly, usually on Wednesdays. This schedule may change to accommodate holidays. For example, during weeks with a holiday observed on Mondays, checks are typically cut on Thursday.

Since our schedule is subject to change, please verify check-cutting dates for a particular week by emailing info@foundationhoc.org.

**Requesting a Distribution**

To ensure inclusion in the following week’s check run, please request a distribution by end of business on Friday.