

Ingraham High School Athletics Program

FUNDRAISING CAMPAIGN		Date submitted to Athletic Director:
Vendor:	Team:	
Vendor Contact Information:	Coach & Contact Information:	
Goal of the Fundraiser: How much money is going to be raised? How will the money be spent?		
What portion of the donations will go to Vendor Fees and what are the fees (e.g. credit card fees, overhead, etc.)?	Is any of the donation going to be used to purchase goods and services (e.g. uniform pieces the athletes will keep)?	
Have you communicated to donors that this percentage of their donation will NOT go directly to your team?	If so, this part is NOT tax-deductible. Have you communicated to donors that this portion of their donation is not tax-deductible?	
Have you communicated to the vendor that the final disbursement check(s) should be written out to <u>IABC (your team)</u>?		
Checks should never be written out to a coach or deposited into a coach's personal account.		
TIMELINE Start Date: End Date:	Important: Please notify the IABC Treasurer about your fundraiser so that he/she is able to track the donations and get them into your specific team account (a copy of this form is sufficient).	
AFTER THE FUNDRAISER IS OVER:		
<input type="checkbox"/> Deposit disbursement checks into your team's IABC account <input type="checkbox"/> Provide the IABC Treasurer with a summary of donations including: <ul style="list-style-type: none"> ○ list of individual donors ○ amount per donor ○ amount of fees taken from each donation for vendor <input type="checkbox"/> Notify the Athletic Director and the IABC Treasurer that the Fundraiser has ended.		