



Ingraham High School Athletics Program
FUNDRAISING CAMPAIGN

Date Submitted to Athletic Director:

Team/Activity and Contact Information

Team/Activity:

Head Coach (Name, email, phone)

Second Contact (e.g. Parent Liaison, Assistant Coach)

Type of Fundraiser

Direct Ask for (\$) Donation

Other: _____

If Direct Ask, did you speak with someone in IABC about IABC website options?

Yes

No

How will payments be collected?

Credit Card

Vendor Check

Other: _____

Vendor Information

Vendor

Vendor Contact Information

What portion of the donations will go to Vendor Fees and what are the fees? (e.g. credit card fees, overhead, merchandise, etc.)

Have you communicated to donors that this percentage of their donation will NOT go directly to your team?

Yes

No

Have you communicated to the vendor that the final disbursement check(s) should be written out to IABC (your team)? Checks should never be written out to a coach or deposited into a coach's personal account.

Yes

No

Fundraiser Information

Time Line

Start Date:

End Date:

Fundraiser Goal: How much money is going to be raised? How will the money be spent?

Is any of the donation going to be used to purchase goods and services? (e.g. uniform pieces the athletes will keep)

Yes

No

If yes, this part is **NOT** tax-deductible. Have you communicated to donors that this portion of their donation is not tax-deductible?

Yes

No

Important Information

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:

- 🍏 Deposit disbursement checks into your team's IABC account
- 🍏 Provide the IABC Treasurer with a summary of donations including:
 - list of individual donors and amount per donor
 - amount of fees taken from each donation for vendor
- 🍏 Notify the Athletic Director and the IABC Treasurer that the Fundraiser has ended.