

MAST Fund –A-Thon Procedures

Wednesday October 15th is our Fund-A-Thon date. Please read through these directions so you know how to turn in your funds.

ONLY TURN IN YOUR FORM AND MONEY IF YOU HAVE COLLECTED ALL THE FUNDS.

YOU HAVE UNTIL OCTOBER 29TH TO TURN IN ALL MONEY COLLECTED AND FORMS.

If you are turning your forms and money in on October 15th:

- 1) Make a copy of your fund-a-thon form for your records
- 2) Place all funds in an **UNSEALED** envelope with the swimmer(s) name on the envelope. Swimmers from the same family can use one envelope.
- 3) Turn in original form and money to a MAST Board Member. Do not turn in to your coaches with the exception of Coach Craig and Coach Tameris.
- 4) The Board member is to count the funds in the envelope in your presence and the total on the pledge sheet to verify that they match. If they do not match they will be handed back to you.
- 5) If they match then the pledge sheet is to be signed by parent and board member, put into the envelope and sealed. Parent and board member are to sign the envelope as well.
- 6) Board member should also sign and date your pledge sheet that you are keeping for your records for proof that funds were turned in and to which Board Member.
- 7) Board member is responsible to turn into Lori Lucas.

This will ensure that the correct amount is credited to the appropriate swimmer.

If you are NOT turning your forms and money in on October 15th:

- 1) Please have all funds in by October 29th.

- 2) Follow the same procedures above when you have collected your funds and your pledge sheet amount matches.

If you have any questions or problems, please contact Coach Craig, Don Semler, or Lori Lucas.