

DONOR SUPPORT RECORD

Page # _____
Date Mailed _____

READ THE INSTRUCTIONS BELOW BEFORE USING THIS RECORD.
USE THIS FORM WHEN SENDING IN CHECKS. DO NOT SEND CASH.

Your Name, Address, Phone Number: _____ _____ _____ Program Location: _____
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1. _____ Name of Donor, as it appears on the check	_____	\$ _____
Street _____ City _____ State _____ Zip _____		
2. _____ Name of Donor, as it appears on the check	_____	\$ _____
Street _____ City _____ State _____ Zip _____		
3. _____ Name of Donor, as it appears on the check	_____	\$ _____
Street _____ City _____ State _____ Zip _____		
4. _____ Name of Donor, as it appears on the check	_____	\$ _____
Street _____ City _____ State _____ Zip _____		
5. _____ Name of Donor, as it appears on the check	_____	\$ _____
Street _____ City _____ State _____ Zip _____		
6. _____ Name of Donor, as it appears on the check	_____	\$ _____
Street _____ City _____ State _____ Zip _____		
7. _____ Name of Donor, as it appears on the check	_____	\$ _____
Street _____ City _____ State _____ Zip _____		

Total Amount This Page _____

Total Amount from Previous Page(s) _____

Total Amount Raised and Submitted (Add the above two lines.) _____

Original=Send with checks to Donation Services

Copy=Keep for your records

INSTRUCTIONS FOR SUBMITTING YOUR URBAN PROGRAM FUNDS

1. Tell donors to make checks payable to InterVarsity Christian Fellowship.
2. Tell your donors to send or hand their checks to you. You will send them in with this form.
3. Look over the check for accuracy. Is it payable to InterVarsity and is it signed?
4. Fill out this form. PRINT LEGIBLY!
 - A. Put your full name, address, phone number, and program location in the appropriate place.
 - B. Put the page number at the top. Each should have its own number. Include the date.
 - C. Record the donor's full name, including title, spouse's name, and middle initial if known. Give us as much information as you have without abbreviation. We will send these donors tax-deductible receipts.
 - D. Record the donor's full address. Always include the zip code.
 - E.
 - F. Put the checks in the order that they are listed on the donor support sheet.
 - G. Add the amounts of the checks on each page. Record the total amount from any previously submitted pages. The total of these two figures is what you have raised so far. Re-add all your figures to check for accuracy.
 - G. If you have a check whose physical size is larger than the rest, put it at the bottom of the list and stack of checks.
 - H. Include only seven donors per page.
5. Keep a photocopy of this sheet for your own records. Send the original copy with the checks to:

Donation Services-Urban Programs
InterVarsity Christian Fellowship
PO Box 7895
Madison, Wisconsin 53707-7895

ANSWERS TO QUESTIONS YOU MAY HAVE

What if someone gives me cash?

Ask if you could have a check instead. If not, deposit the cash in your checking account and write out a check to InterVarsity for that amount. On the donor name and address lines, indicate who the gift is from and the amount. On the check # line, write "Cash." The person will receive a receipt for that amount. You may write one check for multiple cash gifts. Simply make sure that each donation has a separate record.

What if a check is made out to me instead of InterVarsity?

In the case of checks made out to you, ask the donor to write a new check payable to InterVarsity. InterVarsity cannot accept checks made out to you.

What if I raise more money than I need?

If your program ends up with an overage, that money is used for scholarships, next year's programs, and administrative costs not included in the budget. Overages can also help to cover other students who are struggling to raise funds.

When is my money due?

Talk to your program director for specific fundraising deadlines. By your program start date all your money should be turned in. If you will miss this deadline you need to let your director know.

What if I need to drop out?

Notify your program director immediately because the director is planning on your participation, purchasing materials and supplies, and communicating with agencies about your program placement. Because of IRS laws, it is illegal for us to refund your donations to you. We can hold them in an account for you until the next year.