

Commonwealth Campus Finance Guidelines

Send all checks to:

227D HUB

Attn: Sydney Boutcher, Finance Director

University Park, PA 16802

***All sent checks must be made out to "Penn State Dance Marathon"**

Personal Donations

All accumulated checks need to be sent into University Park every Friday for deposit and processing in our systems. These must be sent as the individual checks that you received. **DO NOT** deposit personal donor checks into your campus account and then send a bulk check for that amount. This is for federal tax-exemption purposes. Make sure checks are made out to "Penn State Dance Marathon" or "THON" and not to your individual campus. Be sure to add the organization name and number on the memo line of every check. Without this information, your campus cannot be properly credited!

If a personal check is made out to your campus, please endorse the check. As a THON Chair, you can do this by writing "Make payable to THON" and signing your name on the back of the check. Please make sure you write this above "Do not write below this line". If you have any questions about whether the memo line is acceptable or not, please reach out to your Commonwealth Campus Liaison or the Finance Commonwealth Campus Liaison.

Fundraisers

Money collected through alternative fundraisers (ie. tournaments, clothing sales, etc) should be sent to University Park in check form from your campus. Please fax a copy of the Student Request For Check (SRFC) after submitting the request. Be sure to include your org information on the SRFC AND mark what the money is from. When faxing a copy of the SRFC, please be sure to include the Fundraiser Fax Cover Sheet available on thon.org. **NOTE:** All alternative fundraisers must be registered on THINK two weeks PRIOR to the event and approved before soliciting any donations for the event.

Canning Weekend Money

The canning weekends for THON 2017 will be as follows:

Weekend #1: September 23-25, 2016

Weekend #2: October 28-30, 2016

Canning Funds Due Dates:

Because the IBIS system can sometimes have around a two-week processing period, a copy of your deposit slip must be faxed to University Park by 5PM on the **Wednesday** following the Canning Weekend, once the deposit is complete. Include the Canning Weekend Fax Cover Sheet, found on THINK. The THON office fax number is **814-867-4179**. We need to receive this fax so that if there is a problem with IBIS checks being processed on time, THON Finance knows that your money has been deposited on time.

All cash that has accumulated between Canning Weekends should also be included in this one check sent to University Park.

THINK

You can use THINK to view your online and check donors who have donated on behalf of your campus. This feature is very useful to you as a THON Chair for tracking incoming donations. Please keep in mind that this feature is not live and will be updated frequently, but not daily. You can expect approximately a 2-3 week delay from when you turn checks in to when they are reflected in your total on THINK. Any questions regarding your total should go directly to Rebecca Cox and Jonathan Muth, the Finance Assistant Treasurers, at treasurer@thon.org.

****Commonwealth Campuses will be treated like any other organization. If a campus does not have the minimum amount of money raised, \$2,800 by Dancer Registration they will not receive dancers for THON 2017****

Contact Information:

Finance Director – Sydney Boutcher – finance@thon.org

Finance Commonwealth Campus Liaison – Elyse Grossman – commonwealth.finance@thon.org