

## **Commonwealth Campus Finance Guidelines**

### **Send all checks to:**

227D HUB

Attn: Regina Duesler, 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. Funds must be deposited into the account for the campus organization that benefits THON within one business day of receiving the cash. Please submit a copy of the Student Request For Check (SRFC) after submitting the request via Box or email [commonwealth.finance@thon.org](mailto:commonwealth.finance@thon.org). Be sure to include your org information on the SRFC AND mark what the money is from. When sending or uploading a copy of the SRFC, please be sure to include the Fundraiser Fax Cover Sheet available on [thon.org](http://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.

**NOTE:** A copy of the SRFC must be submitted within three business days following an Alt Fund or Canvassing trip.

## **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 Hannah Denk and Addie Griffey, the Finance Assistant Treasurers, at [treasurer@thon.org](mailto: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 – Regina Duesler – [finance@thon.org](mailto:finance@thon.org)

Finance Commonwealth Campus Liaison – [commonwealth.finance@thon.org](mailto:commonwealth.finance@thon.org)