



GREATER BIRMINGHAM AREA BANK DAY 2017

- WHEN:** Thursday, April 27, 2017 from 9:15 a.m. till 4 p.m.
WHERE: Alabama Power Headquarters in the Electra Room (1st Floor; Follow signs)
600 18th Street North, Birmingham, AL 35203
WHO: Team Captains and/or Fundraising Walkers
WHY: Turn in your teams funds raised (offline) + Pick up March for Babies t-shirts

How to Prepare for Bank Day:

- Team captains should designate a date and time (**prior to Thursday, April 27**) for their walkers/ fundraisers to turn in their (offline) money to the appropriate team leader.
- Remember all money raisers should turn in a “**fundraiser form**” (can be printed from their online page if registered online) with their personal information and fundraising totals to the team captain handling team collections for Bank Day. *(This can also be turned in on March for Babies Day at the Registration Tent.)
- When the fundraisers/walkers turn in their form & funds, team captains should: (1) Count the money with the person to verify that total amount(s) to make sure you are in agreement. (2) All walker/fundraiser forms should be grouped together with a note detailing all team members + corresponding amounts raised + t-shirt size noted for **all who raised \$100 or more**. (3) After verifying that the total money collected matches your noted total(s), record the total(s) on the large white March of Dimes envelope. **All walker forms MUST be turned in, and the total recorded should equal the money turned in.**
- **The ideal way of turning your team’s money is to have one CASHIER’S CHECK made payable to “MARCH OF DIMES” (the staff & volunteers will love you for it).** (Convert cash and coins to a money order or cashier’s check). Place all checks/money inside the large, white March of Dimes envelope.
- Please fill out all the information on the **LARGE WHITE ENVELOPE: COMPANY/ORG. NAME, TEAM NAME, ADDRESS, PHONE, TEAM CAPTAIN(S) NAME(S), TOTAL AMT. IN THE ENVELOPE, TOP FUNDRAISERS’ NAMES/AMT. EACH/T-SHIRT SIZES NEEDED, etc. DO NOT INCLUDE YOUR TEAM’S ONLINE FUNDRAISING MONEY IN THE TOTAL BOX.** (You can, however, note the online total raised to date in the appropriate blank.)
- If you are turning in **Sponsorship** or **Promotion Funds** (wrap event, i.e. bake sale, cookout sales, opportunity drawings), please write those figures on the appropriate line on the Bank Day Envelope.
- **March for Babies incentive t-shirts will be available for pick up at Bank Day for all fundraising walkers who raised \$100 or more.** Team Captains should be know (before arriving) the **NAMES, FUNDRAISING TOTALS & T-SHIRT SIZES** for those team members. Be sure to keep a copy of the form for your records.

*Following these procedures will help speed up Bank Day for everyone. If you have any questions or would like to schedule a BANK DAY APPOINTMENT, please contact: **ASHLEY TOMS** at (205) 588-0505 or atoms@marchofdimes.org. **THANK YOU FOR YOUR SUPPORT OF MARCH FOR BABIES!***