

# DONOR SUPPORT RECORD

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

Your Name, Address, Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Global Program Location: \_\_\_\_\_ Date \_\_\_\_\_ Page # \_\_\_\_\_

1. \_\_\_\_\_  
Name of Donor, as it appears on the check \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

2. \_\_\_\_\_  
Name of Donor, as it appears on the check \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

3. \_\_\_\_\_  
Name of Donor, as it appears on the check \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

4. \_\_\_\_\_  
Name of Donor, as it appears on the check \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

5. \_\_\_\_\_  
Name of Donor, as it appears on the check \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

6. \_\_\_\_\_  
Name of Donor, as it appears on the check \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

7. \_\_\_\_\_  
Name of Donor, as it appears on the check \_\_\_\_\_ 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.) \_\_\_\_\_

## INSTRUCTIONS FOR SUBMITTING YOUR GLOBAL 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 the checks 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 name, address, phone number, and project 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** with zip code.
  - E. Record the check number.
  - 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**.
  - H. 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.
  - I. Include only seven donors per page.
5. Send the Donor Support Record with the checks to

Donation Services - Global 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 project 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 unpredictable inflation in the country you are going to, students who drop out, and unfulfilled pledges.

### **When is my money due?**

You should raise the amount of your airfare by the time your director purchases your airline ticket. By your project orientation, the rest of the money should be turned in. If you will miss either of these deadlines, you need to let your director know immediately to make plans accordingly.

### **What if I need to drop out?**

Notify your project director immediately because the director is planning on your participation, buying plane tickets, and making reservations for you. 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.