

ATTN.: CADETS & JUNIOR NATIONAL TEAM MEMBERS
FROM: Bob Wood, VAWA TREASURER
RE: Solicitation of Funds

Dear Team Members and Parents:

The following information will hopefully clearly spell out for you the guidelines for solicitation of funds to help you defray the cost of travelling to the National Tournament. Many wrestlers, in the past, have successfully raised the entire cost of their trip from businesses, organizations and friends. We've developed the guidelines to aid you and provide a method of accountability for you, your sponsors and VAWA Wrestling. If you are not going to solicit funds, then you need not concern yourself with this information. Should you have any questions regarding the handling of funds contact **Bob Wood: email- rew8733@aol.com Work# 804-732-3020.**

TO BEGIN WITH:

- 1. MAKE ADDITIONAL COPIES OF "SOLICITATION LETTER."** You may want to develop your personal letter using this as a guideline. This is the letter that you will take around to businesses, organizations, clubs, friends etc. asking for donations to send you to Nationals. It explains who you are, where you are going, who to write the check out to and where to send the check. *Type your name and address on it so they know where to send the check and neatly sign your name at the bottom.*
- 2. SPONSORS WRITE ALL CHECKS PAYABLE TO "VAWA"** Sometimes by mistake, a sponsor will write a check out to you. In this case, simply endorse it and send it along to Mr. Wood as you would any other check.
- 3. SPONSORS ARE TO SEND ALL CHECKS TO YOU AT YOUR HOME ADDRESS.** Please don't have sponsors send it to the state address, if we receive a check in the mail and don't know who to credit it to then it will be deposited into the general fund and you'll lose out on a contribution.
- 4. PROVIDE YOUR SPONSORS WITH . . .** a self-addressed envelope every time you give a potential sponsor your solicitation letter. This is not only a good gesture on your part but will help make sure the check gets sent to the correct place.
- 5. WHEN YOU GET A SPONSOR'S CONTRIBUTION . . .** follow this procedure:
 - 1. Fill out the three part "Sponsor/Information Receipt Form."**
 - 2. Give or Send the sponsor the top white copy for his records.**
 - 3. Paper clip the sponsor's check to the yellow copy and send it to Bob Wood. DO NOT STAPLE THE CHECKS TO THE FORMS.**
 - 4. Keep the bottom pink copy for your records.**

****FILL OUT A RECEIPT FORM FOR EACH AND EVERY CHECK!**

OVER

6. YOU WILL BE CREDITED WITH EACH DONATION UP TO A LIMIT OF \$200 OVER THE COST OF THE TRIP. This means you will be allowed to raise \$200 over and above the actual cost of the trip to use as spending money while on the trip. You will be given this extra money during the final training camp prior to leaving for Nationals. **SHOULD YOU RAISE ADDITIONAL MONEY, OVER AND ABOVE THE \$200 SPENDING MONEY, YOU MAY DESIGNATE IT TO GO TO ANOTHER TEAM MEMBER OR IT WILL BE DEPOSITED INTO THE GENERAL FUND OF VAWA WRESTLING.**

7. ALL FEES MUST BE RECEIVED BY THE STATE OFFICE TWO WEEKS PRIOR TO TRAINING CAMP. Should you receive additional sponsors after camp or even after Nationals, you will be notified and reimbursed the exact amount. However, *you must pay up front prior to leaving to Nationals, we cannot advance anyone credit for funds not received.* If you know you'll be receiving sponsorship funds but the haven't arrived in time for camp, then your parents, coach or club *must advance you the money on a personal basis* and you can pay them back when your sponsorship funds come through.

8. IF SOMETHING SHOULD HAPPEN LIKE AN INJURY . . . before leaving, or during training camp, we will make every effort to be fair to you and reimburse you for what we can. **PLEASE DO NOT CANCEL ANY CHECKS SENT IN OR ISSUE STOP PAYMENT ON CHECKS.** If someone can't make the trip, we will work with you to get as much of your money back as possible, but cancelling checks already processed only serves to foul up our record keeping and payment to vendors for services promised in good faith.

9. DON'T SEND CASH THROUGH THE MAIL . . . If you get a cash donation, turn it over to your parents, fill out a receipt form to the donor, and have your parents write a check and process it as you would any other check.

10. DON'T SEND THE CHECKS BY REGISTERED MAIL! We do not intend to make countless trips to the post office to pick up special delivered packages from you. **IT'S OK TO SEND PACKAGES U.P.S.** if you're concerned about having your checks arrive safely.

11. SUPPOSE MY PARENTS WANT TO PAY FOR THE WHOLE TRIP and write only one check. That's fine, just fill out a receipt form for them as you would anyone else and send the check along with the yellow receipt form to Bob Wood.

SEND ALL CHECKS & RECEIPTS TO:

Bob Wood
VAWA TREASURER
P.O. Box 2
Prince George, Va. 23875
rew8733@aol.com

About Receipt Forms

1. You've been given only a few forms at this point. If you need more email Steve Crocker smcrocke@henrico.k12.va.us and he will be glad to mail you more.
2. Don't staple checks to receipt forms, use paper clips.
3. Fill out all the information on the forms. We know it's tedious but it has to be done.