

# Bank Deposit Instructions



**It is important to follow this banking process to ensure proper recognition for your team's fundraising efforts!**



1. Team Captain(s) should collect bowler envelopes from each team member.
  - a. Collect all pledges (cash or check) from your teammates and determine your team's total.
  - b. Put your team's total pledges into the Team Captain Envelope. Be sure to complete the necessary information on the front of the Team Captain Envelope (name, organization, phone number, etc).
2. If you have multiple teams for your organization please take your completed Team Captain Envelope to your company's Bowl-A-Thon Coordinator. This person will make the bank deposit for the entire organization. If you have one team from your organization, the Team Captain is responsible for making the deposit.
3. When depositing your \$300/team minimum pledges: Make sure on the deposit slip you or the teller writes on the "deposited from" line: **"JAYOUR COMPANY NAME"**
4. Bowl-A-Thon Coordinators/Team Captains should drop off the Team Captain Envelope(s) at DeWitt Bank & Trust located at:

**815 Sixth Avenue  
DeWitt, IA 52742**

The bank employees will process the deposit(s). If you have time, please wait as they make the deposit and get a receipt for you.

**\*Junior Achievement can not accept money on the day of the JA Bowl-A-Thon event.**

**\*Notify Katie Sothmann, [katie.sothmann@ja.org](mailto:katie.sothmann@ja.org), once deposit has been made.**