

# Bank Deposit Instructions



# 60<sup>th</sup>

CELEBRATING OUR DIAMOND ANNIVERSARY

**Bank Deposit Deadline is  
Thursday, February 18, 2016**



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.)
  - C. Fill out deposit slip for your team's deposit.
  
2. If you have multiple teams for your organization please take your completed Team Captain Envelope to your 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. Bowl-A-Thon Coordinators/Team Captains should drop off the Team Captain Envelope(s) at one of the following Heartland Bank & Trust locations in Princeton.

**Location:**

925 Shooting Park Rd.  
Peru, IL 61354

- A. The bank employees will process the deposit(s) at their convenience and return the deposit information and receipts to Junior Achievement for tracking purposes. You do not have to wait for the teller to process your deposit.
- B. You will not be provided with an original receipt from the bank. If you need a receipt, please note you will have to wait for the teller to count the deposit and provide a handwritten copy of the receipt. The original receipt will go to Junior Achievement.
- C. **The Bank Deposit Deadline is Thursday, February 18, 2016.**
- D. Junior Achievement can not accept money on the day of the JA Bowl-A-Thon event.

