



## **JA Bowl-A-Thon fundraising dollars drop off instructions**

**Important Update!** All funds must be delivered to the Junior Achievement (JA) Office. **Funds should NOT be taken to a banking location.**

### **Cash/Check Turn-In Procedure:**

#### **1. Team Captain Responsibilities**

- Collect all pledges and funds (cash or checks) from your team members.
- Calculate your team's total contributions.
- Place the total amount into a **Team Captain Envelope** and fill out the front of the envelope with the following details:
  - Coordinator Name
  - Organization
  - Phone number
  - Total amount

#### **2. Organizations with Multiple Teams**

- Gather all funds from your teams and give them to your company's **JA Bowl-A-Thon Coordinator**. The coordinator will drop off the funds for your entire organization.
- If your organization has only one team, the Team Captain is responsible for dropping off the funds.

#### **3. Drop-Off Instructions**

- All funds must be dropped off at the **Junior Achievement Office** located at:  
**800 12th Ave., Moline, IL 61265**
  - Office hours: **Monday-Friday, 8:30 AM – 4:00 PM**

#### **4. Alternate Payment Options**

- Funds can also be:
  - Mailed *as checks* to the JA Office (800 12<sup>th</sup> Ave., Moline, IL 61265)
  - Paid online via [Qgiv](#), or the [Donate](#) feature on the JA [website](#).

***\*Junior Achievement cannot accept funds on the day of the JA Bowl-A-Thon event.***

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