'I know my branch raised more money than that'

Asst. to the President for the Contract Administration Unit Geneva Kubal

MDA®

You look at the MDA Honor Roll and you say, "I know we raised more money than that!" Well, here is what you can do to help the NALC and MDA get this right.

The most important part of reporting MDA fundraising is to use the NALC/MDA activity form, which is available online at nalc.org. Go to "Community Service," then click on "MDA & Deliver the Cure." From there, scroll to the bottom and click on "MDA Took Kit." Once there, click "Forms and Other Information," and you will see the link to download the form. Do not rely on MDA to send copies to your national business agent or NALC Headquarters.

Branches should use this form for every activity. You can see an example of it below. Please document your gross amount raised, the expenses the branch and/or MDA had (if you know), and the net proceeds.

If the proceeds were turned over to MDA by a check, please refer to the branch number on the memo part of the check if the branch number is not someplace else on the check. If cash is given to MDA at the event, get a receipt for cash turned over to MDA for your records. Provide MDA with the documentation it requires, but branches also should get copies of all documents (activity form, copy of check, receipt for cash, and even anticipated money that may come in after the event ends that day). Turn in donations shortly after the event occurred (when possible). Do not hold on to the proceeds until the end of the year.

Muscle Walks are going to be a bit different, because the branch may not handle funds. NALC's MDA event coordinator should have a good understanding of the money turned over to MDA at the event. Get copies or make a short statement for a summary of what was given to MDA at the event. Ask MDA to give you an accounting of the funds raised by your participants sometime after the event and report that on an activity form, even though you may not have handled money. Send Muscle Walk information to NALC Headquarters even if you can only provide me the date of the event and your participation in it.

If you are going to combine events, please be sure to attach a short summary of the different events on a separate sheet of paper. Document only the gross amount, expenses and net as a total on the MDA activity form. The MDA Honor Roll is based on net proceeds—not gross.

If you are doing a joint event with another branch, each branch should turn in an activity form for the amount they wish to be credited to their branch or a statement on how the branches wish to credit the funds among the other branches, state associations or auxiliaries. There has been some confusion with events held at state conventions and/or regional assemblies. MDA is not familiar with our structure and it has mistakenly credited the incorrect NALC group from time to time.

Please turn in all money and activity forms to MDA by Dec. 15 of each calendar year. Donations after that time will be credited to the next calendar year.

If you have any questions or need assistance, please contact me. To send the funds, visit mda.org/about-mda/contact-us. To connect with MDA staff partners at your local MDA office, use the office locator (pictured below) by entering your ZIP code.

Find MDA in your Community

City or State or Zip ❯
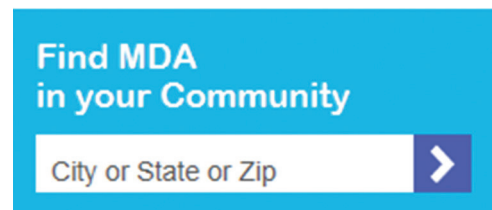
Once you put in your ZIP code, you will find upcoming local events near your branch and then the MDA office that is closest to you with both its address and phone number. This is the location where you can send your fundraising money.

The website is maintained by MDA with the most current information; otherwise, you can contact NALC Headquarters by calling 202-756-7403 or sending an e-mail to mda@nalc.org.

C | **FUNDRAISING ACTIVITY INFORMATION** | ALL GROUPS COMPLETE SECTION C

TYPE OF EVENT: BOWL ☐ SATCHEL ☐ MUSCLE WALK ☐ GOLF ☐ MISC ☐

DATE OF EVENT _____ AMOUNT RAISED $ _____ (GROSS) $ _____ (EXPENSES) $ _____ (NET)

TOTAL AMOUNT MAILED TO _____ (NAME OF MDA REPRESENTATIVE) ON _____ (DATE)

MDA FIELD OFFICE _____ [MDA FIELD OFFICE]
(REQUIRED)   (CITY)   (STATE)

SIGNATURE_____
(BRANCH PRESIDENT OR DESIGNEE)   (DATE)