



# 2010 GUIDE TO THE FUNDRAISING TRACKER

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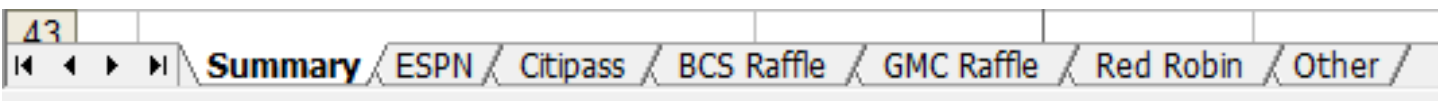
## How to use the NRAA Fundraising Tracker

The NRAA Fundraising Tracker is an Excel spreadsheet developed to help teams and NRAA administration track fundraising activities for each Bulldog team as well as for individual team participants. This information is critical to ensure that each participant meets his or her annual \$100 fundraising commitment, so that each team ultimately meets their collective fundraising goal! For any questions regarding NRAA Fundraising or this tracking tool, please contact Fundraising Board Member Cathleen Pete-Peay at [cdpetepeay@hotmail.com](mailto:cdpetepeay@hotmail.com) or 919-524-8507.

### Tracker Set-Up

The tracker is divided into 7 different worksheets/tabs: a summary tab, one tab for each 2010 Bulldog fundraiser, and one tab for all other fundraising activities.

From the Summary page, each team will be able to track the total funds raised by each participant in each NRAA fundraiser as well as the total amount raised by the entire team. Follow these instructions for each tab:



### Summary Tab

- Enter the team name (i.e. Tiny Mite White) and team fundraising contact in Column C, lines 4 and 5. Also, enter all individual participant names on separate lines under the Participant column B. This information only needs to be entered once since it will populate all fundraiser tabs automatically.
- The totals for each fundraiser will automatically populate the Summary page once information is entered on the individual fundraiser pages.

### ESPN Fundraiser Tab

- Enter the total number of ESPN magazine subscriptions sold by each team participant in the # Subscriptions column C on the corresponding line for the participant.
- The total money raised by a participant during the ESPN fundraiser will be calculated (\$30 per subscription) and automatically populated in the ESPN column D on the Summary page.

### Citipass Fundraiser Tab

- Enter the total number of Citipass entertainment books sold by each team participant in the # Books column C on the corresponding line for the participant.
- The total money raised by a participant during the Citipass fundraiser will be calculated (\$12.50 per book) and automatically populated in the Citipass column E on the Summary page.

### BCS Raffle Fundraiser Tab

- Enter the total number of BCS Raffle tickets sold by each team participant in the # Tickets column C on the corresponding line for the participant.
- The total money raised by a participant during the BCS Raffle fundraiser will be calculated (\$5 per ticket) and automatically populated in the BCS Raffle column F on the Summary page.



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### **GMC Raffle Fundraiser Tab**

- Enter the total number of GMC Raffle tickets sold by each team participant in the # Tickets column C on the corresponding line for the participant.
- The total money raised by a participant during the GMC Raffle fundraiser will be calculated (\$5 per ticket) and automatically populated in the GMC Raffle column G on the Summary page.

### **Red Robin Fundraiser Tab**

- Enter all sales credited to each team participant in the Sales Credited column C on the corresponding line for the participant. If multiple sales are credited to a participant, enter as “=sum(sales1, sales2, sales3 ...)” in column C so that the sales are totaled. Include dollars and cents as the column is already formatted for currency.
- NOTE: Details on how sales will be credited for this fundraiser are incomplete at this time, so changes may be required at a later time.
- The total sales credited to a participant during the Red Robin Spirit Night fundraiser will be totaled and automatically populated in the Red Robin column H on the Summary page.

### **Other Fundraiser Tab**

- Columns have been included on this fundraiser page to track souvenir book ad sales, sponsorships solicited by the participant, donations, and any other contributions not already specified.
- Enter the totals for each team participant for any of these contributions in their corresponding columns: Total Ad Sales column C, Total Sponsorships column D, Total Donations column E and Other column F on the corresponding line for the participant.
- The total money raised by a participant for these other type of contributions will be totaled and automatically populated in the Other column I on the Summary page.