

# What you need to know about how to report MDA fundraising



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**I**n December, I sent branches a letter that documented Muscular Dystrophy Association fundraising activity within that branch. If your branch did not receive the letter and had MDA activity in 2017, I need to hear from you so we can resolve any missed fundraising your branch had prior to the publication of the 2017 MDA Honor Roll.

This information is used to identify the level of fundraising that your branch achieved. The levels are Gold, Silver, Bronze and Honorable Mention and are based on branch membership size and donations received

on a per capita calculation:

- **Gold Level**—donations averaging more than \$25 per member
- **Silver Level**—donations averaging from more than \$10 to \$25 per member
- **Bronze Level**—donations averaging from more than \$5 to \$10 per member
- **Honorable Mention**—donations averaging less than \$5 per member

Help us make this information as accurate as possible. Sometimes there is a problem because the MDA office has taken expenses from funds turned in to MDA after the event. Please be aware of this and have a conversation with MDA about any associated costs. If your branch is planning an activity, please let NALC know in advance. We will promote events on the NALC's "Deliver the Cure" Facebook page. NALC also would like to offer your branch MDA/NALC T-shirts that can be worn by volunteers and/or participants at your event. Requests will be filled on a first-come, first-served basis until the supply is exhausted. Please call 202-756-7403 for more information.

The NALC's commitment has not changed and, with your support, we again raised more than \$1.1 million for MDA in 2017. Although this is an outstanding effort, it is slightly less than the previous year. So there is room to improve.

**You may ask yourself: What is the NALC Honor Roll, and how do you get on it?** Well, it is actually quite simple. All a branch or individual branch member has to do is to send in a donation or proceeds from a fundraiser to your nearest MDA office and document that donation on a MDA/NALC activity form. Don't know how to get started? Contact your nearest local MDA office on behalf of your branch and ask for help about how to fundraise through a donation or an event. In some cases, MDA will help you plan and execute the event. You always can call NALC Headquarters and ask for the MDA representative for assistance, and I will do all I can to help you get started or continue.

Now to the specifics.

MDA categorizes funds by an event year. This date is important because proceeds for any event need to be turned in to MDA as soon as possible after the event, but certainly prior to the end of the event year. If proceeds are turned over for an event after the event year has ended, funds likely will not be credited to that year's Honor Roll. Honor Roll donations are actual money received and documented by the MDA office. Pretty easy, but you need to ensure that it gets done correctly.

All events have event numbers (FMS#). Ask your MDA representative what event number your funds will be deposited to. Put this number on the activity form. This will help all of us to track the donations. If you have difficulty getting this number, don't delay sending in the funds. NALC Headquarters will help make sure that donations are properly recorded for your branch. Make sure to turn in all fundraising for the current calendar year before Dec. 15.

Here are some of the basics for you to know:

- **Reporting period**—This period is the event year, which is the current calendar year the event is established.
- **Reporting requirements**—Send activity forms to MDA and a copy to NALC Headquarters. Get receipts from MDA. If you mail in your report, keep a copy of check(s), money order(s) or pledge forms for your branch and send a copy to NALC Headquarters with the activity form.
- **Combined Federal Campaign (CFC)**—NALC will add any money raised through the CFC to your MDA Honor Roll totals if Headquarters receives the OPM form to support the claim. We will work with the local MDA office to ensure that it is receiving these donations.
- **Items that are not reported or not turned in directly to an MDA office**—These would be donations sent in through MDA direct mailings or donations for a previous event year that were not received by MDA in time to make the accounting period.

Whenever possible, notify NALC Headquarters of events in advance. We hope to help you promote on the "Deliver the Cure" page and the NALC Member App. This notification also gives us a heads-up to look for donations so that, if they do not appear, we can find out why and correct any issues before the reporting period ends.

A revised *Deliver the Cure* handbook is available online or by request. This handbook provides details on fundraising ideas, how to have successful fundraisers, and how to ensure the money is credited to your branch for inclusion in the MDA Honor Roll.