



# ROCHESTER JR. AMERICANS

## Procedure for Donor-Designated Funds

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This document outlines the procedures to follow when donors or sponsors wish to designate their donation to an individual team and receive the tax benefits of the Rochester Jr. Americans 501(c)(3).

The Jr. Amerks will accept donations for individual teams, with the following conditions:

- Checks must be payable to the Rochester Jr. Americans, and mailed to P.O. Box 1001, Fairport, NY, 14450. The team receiving the funds should be noted on the check
- The Jr. Amerks will process the donation and direct the funds to the team
- There is an administrative fee of 2.5% for this service
- The service fee will be deducted from the donation and allocated to the Jr. Amerks Sean Shortsleeve Memorial Scholarship Fund

Please notify the Jr. Amerks treasurer or registrar of any sponsors sending funds to the organization for allocation to your team. The Jr. Amerks are not responsible for identifying the recipients of donations. Any unclaimed donations will be allocated in full to the Jr. Amerks Sean Shortsleeve Memorial Scholarship Fund.