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*Wreath Sponsorships Tally Sheet*

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| ***DATE MAILED*** |  | ***MAILED-BY NAME*** |  |
| --- | --- | --- | --- |
| ***EMAIL ADDRESS*** |  | ***PHONE #*** |  |
| ***TOTAL # CHECKS*** |  | ***TOTAL $ AMOUNT*** |  |

A Tally Sheet should be included in the envelope with each batch of checks and Sponsorship Order Forms. For checks split between multiple groups and/or locations, list the IDs and dollar amounts for each.

*Keep a copy of the Tally Sheet for your records, do not make copies of Sponsor checks.*

| **CHECK #** |  | **CHECK DATE** |  | **SPONSOR NAME FOR DISPLAY***If different than name on check.* |  |
| --- | --- | --- | --- | --- | --- |
| **GROUP ID(s)** |  |  |  | **EMAIL ADDRESS** |  |
| **LOCATION ID(s)** |  |  |  | **PHONE #** |  |
| **DOLLAR AMOUNTS(s)** |  |  |  | **MAILING ADDRESS** |  |

| **CHECK #** |  | **CHECK DATE** |  | **SPONSOR NAME FOR DISPLAY***If different than name on check.* |  |
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| **GROUP ID(s)** |  |  |  | **EMAIL ADDRESS** |  |
| **LOCATION ID(s)** |  |  |  | **PHONE #** |  |
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| **DOLLAR AMOUNTS(s)** |  |  |  | **MAILING ADDRESS** |  |