

# THE DELBARTON FUND

## ATHLETIC BOOSTERS

# OVERVIEW



All funds raised by individual athletic team booster programs will now be exclusively directed through ***The Delbarton Fund***.

## **PROCESS**

Your roles as the head of your team's respective booster program are essential, and your core duties as a Booster Parent will be the same as in previous years. Going forward, however, you will be working closely with our school's Advancement Office to ensure all donations and purchases are properly received and approved.

**Donations:** All donations must be made out to ***The Delbarton Fund*** and mailed to the Advancement Office or directed to be made through The Delbarton Fund [web site](#). **Joe Racioppi** will act as your main point of contact as it relates to donations being received, acknowledged, and ultimately being deposited into the correct account for your respective team.

**Purchases:** Before any purchase is made for your individual program, it must first be approved by **Dan Whalen** and the Delbarton Athletic Department.

**Bill Payments:** Once purchases are approved and subsequently made, all requests for invoice payments will be completed through **Erin Manahan**. She will serve as the liaison to our school's Business Office for bill payments and the Athletic Department for confirmation of purchase approvals.

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## BENEFITS

- Effectively track donor activity and history
- Properly acknowledge gifts
- Strategically plan annual fundraising efforts
- Offer **maximum possible tax deduction** each year to our donors
- **Provide institutional support** and the infrastructure to manage annual team events. Booster Heads can set up their specific events through the Delbarton web site to process ticket purchases, donations, sponsorships etc...

## CONTACTS

### Joe Racioppi

Associate Major Gifts Officer

**Email:** [jracioppi@delbarton.org](mailto:jracioppi@delbarton.org)

### Dan Whalen

Director of Athletics

**Email:** [dwhalen@delbarton.org](mailto:dwhalen@delbarton.org)

### Erin Manahan

Events Director & Parent Group Liaison

**Email:** [emanahan@delbarton.org](mailto:emanahan@delbarton.org)

### Larry Bell

President of Athletic Boosters

**Email:** [lbell@sfr1.com](mailto:lbell@sfr1.com)

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### HOW TO GIVE



**Below are the acceptable methods of payment to donate to a specific athletic team's booster program.**

Please note: Going forward **no cash gifts** will be accepted as donations to any booster program. In addition, **no** donation checks can be personally made out to booster heads or booster programs.



## CHECK

All checks **MUST** be made payable to *The Delbarton Fund*, and mailed to the below address/attention.

Delbarton School  
Attn: Advancement Office- Athletic Boosters  
230 Mendham Road  
Morristown, NJ 07960

1025

DATE \_\_\_\_\_

PAY TO THE ORDER OF **The Delbarton Fund** \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

MEMO **Athletics- Football**

1025

Security Features Included. Details on Back.

**MUST** define in Memo Section that your gift is for athletics as well as identify for which specific program(s).

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### HOW TO GIVE



## ONLINE

All credit card gifts should be directed **ONLY** to The Delbarton Fund website for secure processing.

[Click Here](#)  
[Direct Link](#)

# THE DELBARTON FUND

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### YEARBOOK ADS



#### Tax Deductible Ads:

Showing support for the student-athletes,  
senior class, program, school, etc...



Congratulations Delbarton Football  
on a great season!

Good Luck Seniors Class of 2021!

#### Non Tax Deductible Ads:

Business centric advertisement, or direct  
marketing for business

#1 in  
NJ!



**Trust the building experts!**

Call for your free quote today!

201-555-1000

**All advertising inquires (business or personal) should be  
directed to Joe Racioppi, [jracioppi@delbarton.org](mailto:jracioppi@delbarton.org)**

