

# THE DELBARTON FUND

## ATHLETIC BOOSTERS

# OVERVIEW



Beginning in 2020-21, 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](#). **John O'Brien** 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**

### **John O'Brien**

Associate Major Gifts Officer

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

# THE DELBARTON FUND

## ATHLETIC BOOSTERS

### 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  Security Features Included. Details on Back.

MEMO **Athletics- Football**

⑈000000000⑈ ⑈000000000⑈ 1025

**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

Enter Desired  
Donation Amount

Amount:

\$

☐ Make this a recurring gift

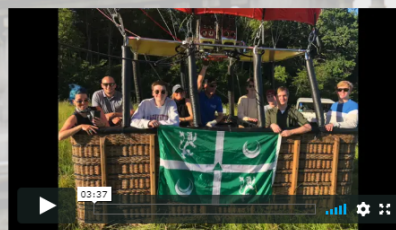
#### DESIGNATION

Designation:

Delbarton Fund-Greatest Need  
Delbarton Fund-Greatest Need  
Delbarton Fund-Give a Boy a Year  
**Delbarton Fund-Arts, Athletics and Student Activities-Delbarton Fund**  
Delbarton Fund-Faculty and Staff Development-Delbarton Fund  
Other

first name last name title

Email:



#### GIVING CLUBS

Abbot's Council:	\$25,000+
Founder's Club	\$15,000 - \$24,999
Succisa Virescit Society:	\$7,500 - \$14,999
Headmaster's Advisors:	\$5,000 - 7,499
1939 Society:	\$2,500 - \$4,999
Green and White Society:	\$1,000 - \$2,499
Debarton Associates:	\$500 - \$999

Select Option:  
Delbarton Fund, Arts,  
Athletics, Student Activities

## SCROLL DOWN TO ENTER SPECIFIC ATHLETIC PROGRAM & FINALIZE GIFT

Specify athletic  
program, ex: Football

City:

State & zip:

zip state

☐ I would like this gift to remain anonymous

☐ This gift is in honor or memory of someone

Gift notes or updates:

optional

Secure Payment

#### MATCHING GIFTS

Many employers sponsor matching gift programs and will match any charitable contributions or volunteer hours made by their employees. [To find out if your company has a matching gift policy, please click here.](#)

Proceed to Secure  
Checkout



# THE DELBARTON FUND

## ATHLETIC BOOSTERS

### 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 John O'Brien, [jobrien@delbarton.org](mailto:jobrien@delbarton.org)**

