

Relay For Life of Cobb County

Accounting Information

1. All checks need to be made **payable to American Cancer Society**.
2. All money turned in **must have an accounting sheet** with it. No exceptions.
3. **Participants must be registered** to get accounting credit. If a team turns in money and one of the participants listed on the accounting sheet is not registered, the money will go to the general team. Once the participant is registered, you can email us cobb.relay@cancer.org and we will move it to be credited to the correct individual.
4. Please do not hold onto money. **Checks must be turned in within 30 days of their date** (no matter how much the donation is for).
5. **Ways to turn in money**
 - a. **Mail** to: American Cancer Society Attn: Cobb Relay 3380 Chastain Meadows Pkwy NW; Suite 200 Kennesaw, GA 30144
 - b. **Stop by**: Our office is open from 8:30am – 5pm however if you will be dropping money off after 3:30pm please try to call (770.429.1624) or email (cobb.relay@cancer.org) us. We have to process the money and get it to the bank before it closes and need to ensure we have enough time.
 - c. **Meetings**: Turn in money at any team meeting!
 - d. **Pick Ups**: ACS staff and the Relay Event Leadership Team are happy to swing by and get your money if none of the other options work for you. Please contact us to set up a day & time.
6. **Coin** – Coin should be converted into cash whenever possible. **Credit Union of Georgia** is allowing Cobb Relay to do this for free at any of their locations Monday-Thursday from 8am – 4pm. Please notify Rebecca Cooper at rebecca.cooper@cuofga.org **at least 24 hours in advance** with who will be coming and to what branch so she can notify them and ensure no fees are assessed.
7. **Receipts** – Any check for \$25 or more will automatically get a receipt in the mail from ACS. Cash receipts are available for Team Captains to use if a person requests but they are not required to be given to all donors; only if the donor requests do you need to give them one. ACS does not need a copy of any receipts.
8. **Supply Orders Forms** can be found on the website under the “Forms & Documents” page. Requests for materials can be made for any registered team by their team captain. Please allow a minimum of 2 days to gather your materials. We will contact you when your materials are ready to set up arrangements for pick up. Requests made with less than 2 day notice will potentially not be able to be filled.
9. Please remember that the Kennesaw office supports over 20 Relays in our area and your ACS staff partner is not in the office every day so drop ins and last minute requests will not always be able to be fulfilled. If in doubt, email us to set up an appointment to stop by.