**Agency Accounts Deposit Checklist**

Checks

Dropped off

* Check is filled out correctly including signed and memo with club and reason for deposit listed
* Drop off at RecWell Office
* Receive receipt from RecWell staff to provide to club leadership

Mailed

* Check was mailed directly to Club Sports and will be auto deposited when arrives
* 1 Campus Dr, RC D135, Allendale, MI 49401

CMS Online Form

* Form details communicated to club sports via “[Club Sports Online Form Request](mailto:https://www.gvsu.edu/clubsports/cms-form-edit.htm?formId=E841CC2C-B358-53FF-37BC57CBAAC123D4)”
  + Gather information needed for form first. May include,
    - Dates, times, requirements of your form
    - Fees, costs, and payment plans needed
    - Apparel items, description, prices, options
    - Names of individuals who need access to responses communicated
  + Complete form in its entirety
  + Access to live form provided to requestor

Credit/Debit Card Payments

* Member may stop in at RecWell office to make a credit or debit payment
* RecWell front desk staff runs payment
* Receive receipt from RecWell staff to provide to club leadership

Restricted Accounts Deposit Checklist

Checks

Dropped off

* Check is filled out correctly including signed and memo with club and reason for deposit listed
* Name and address of Donor is submitted with check. Required for tax deductible donations.
* Drop off at RecWell Office
* Receipts and tax forms are mailed out to the donors from GVSU at the end of the year

GVSU Giving Link

* Gather unique giving link for specific club
* Identify specific needs of the club that will be advertised in your giving campaign.
* Distribute link to potential donors
* Gifts/Donations is the only giving allowed through this link