

Sponsor List INSTRUCTIONS

- 1. For each sponsor fill in all columns except the last two.** Pledges can be **per raptor species** only or for **other species** as well. Sponsors may be encouraged to pledge at a higher rate for raptors or the same rate for all species. Alternatively, sponsors may prefer to make a **flat rate** pledge or donation to support your day of birding or hawkwatching. If a receipt is not required enter "No" in the **receipt** column. Normally we will not issue receipts for amounts less than \$10, unless requested by the sponsor, in which case enter "Yes" in the receipt column. Ask sponsors to fill in the form and/or you can use this form to compile pledges from other sources (e.g. regular mail, email, telephone solicitations.)
- 2. After your BIG DAY,** calculate "**Amount Due**" from each sponsor. **Collect unpaid pledges** (Checks should be made payable to **HMANA**). Enter amount actually donated in "**Amount Paid**" column.
- 3. When you have collected most or all of your pledges,** copy the sponsor list and send it along with the checks you have collected to **HMANA Big Day, c/o Julie Brown, 151 Antrim Rd, Hancock, NH 03449**. If you have collected cash, we prefer that you send a check to replace it rather than mailing cash. Put a large **X** in the "**Amount Paid**" column if the check is not in the batch submitted with this form (i.e. either not paid or submitted previously).