



Estes Park Duck Race Adoption Form Turn-in Worksheet



Please follow these simple instructions prior to turning in your paper Adoption Forms.

- All worksheets, checks and Adoption Forms **MUST be turned in to the Big Duck no later than 5pm, Friday, April 17.** Also turn in all blank adoption forms.
- **No more than 50 Adoption Forms in a batch.** If you have more than 50, please make multiple batches. A batch of less than 50 forms is always acceptable.
- **Cash adoptions should be handled as follows:**
 - Create a separate batch for cash adoptions
 - Batches are limited to 50 adoptions (\$1000) or less
 - Keep and deposit the cash
 - Write a check from your organization to the Estes Park Duck Race for the amount of the batch
 - Complete the worksheet for each batch. **Make sure the batch is in balance before turning it in!**
- Before turning in your Adoption Forms, you must **fill in the worksheet information (below)** for each batch.
- **Please do not staple, paperclip, or tape checks to the Adoption Forms.**
- The most efficient way to turn in the batch is to separate it as follows:
 - pile of Adoption Forms
 - pile of checks
- Take a picture of each completed turn-in worksheet. **This will be your receipt. Make sure the batch is in balance before turning it in!**
- Place each batch in a separate bag or envelope. Write your organization’s name on each bag or envelope.
- Please return your unused forms. Put the unused forms in a separate bag or envelope with the organization’s name written on outside.

If an Adoption Form does not have an organization selected, that form will be credited to the Rotary Foundation.

If a form is checked for an organization other than your own organization, it will be credited to the organization selected on the form.

TURN-IN DETAILS

Who: Big Duck (aka: Karen Thompson)
BigDuck@EPDuckRace.org
970-590-9942

When: **BEFORE Friday, April 17th, 2020 at 6:00 PM**

Hours: 8 AM - 6 PM

Where: **714 Sanborn Drive, Estes Park, CO** (Carriage Hills – Google it)

How: Call or text when you are on your way. Place your envelopes/bags in the box on the front porch. Please ring doorbell.

Organization: _____

Contact Name: _____

Total Check \$\$\$ _____ Total Number of Checks _____ Total Number of Adoption Forms _____

Notes: