

## Directions on how to fill out Checks/Money Orders:

The image shows a blank check form with three numbered boxes indicating where to fill in information:

- 1. DATE GIVEN TO COACH (located in the top right area, above the date line)
- 2. TE-766 WEST CHEERLEADING (located in the middle left area, above the payee line)
- 3. Who and what it is for (located in the bottom left area, above the memo line)

The check form includes a date line with the year 1936, a payee line with a dollar sign, a memo line, and a MICR line at the bottom with the numbers 000000186, 000000529, and 1000.

1. Please write the date that the check is given to the coach. A few times, checks were written a day or two before it was actually given to the coach. Please date it for the exact date that you as the parent or cheerleader, plan to give the check or money order to the coach.
2. Please make all checks and money orders out to TE-766 WEST CHEERLEADING.
3. Please mark down exactly what the check is for and who it is for. EX. Jane Smith's Camp Deposit

**It is very important that all three specific things are being notarized on the check before it is given to the coach. If you have any questions or concerns about this, please contact Coach Erika Or Coach Vale**