



Tau Kappa Epsilon Fraternity

Master Tally Sheet

Chapter: _____

Cryosophylos Name and Phone: _____

Runner's Name	#	Cash Total	#	Check Total
1		\$		\$
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTALS				
PLUS YOUR CHAPTER CHECK		<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>		
GRAND TOTAL				

Instructions:

1. Write the name of each runner onto a line.
2. Circle the number next to each runner who is not a collegiate member of the chapter.
3. In the Cash Total column for each runner, write down the number of cash donations received from that runner and the total of those cash donations.
4. In the Check Total column for each runner, write down the number of check donations received from that runner and the total of those checks.
5. Total the cash received at the bottom of the Cash Total column.
6. Total the checks received at the bottom of the Check Total column.
7. Deposit the cash into your chapter bank account and write a chapter check for the same amount. Your chapter check is payable to the Alzheimer's Association. Write that amount in the "Plus Your Chapter Check" box.
8. The Grand Total is the sum of all the checks received.

Mail this tally form, along with checks and permission forms to:

Offices of the Grand Chapter
Tau Kappa Epsilon Fraternity
Attn: Tom McAninch
8645 Founders Road
Indianapolis, IN 46268