



## Requesting Activity Cards

Prior to requesting cards, all annual dues, fees, catastrophic insurance and any outstanding invoices from the previous year must be paid.

For membership invoices click [HERE](#)

### Step 1:

School information must be updated online and a confirmation email sent to Mindy Powers ([powersm@idhsaa.org](mailto:powersm@idhsaa.org))

### Step 2:

Download a card order template by clicking [HERE](#) and selecting **card order form** on the right.

### Step 3:

Submit your card list to Amanda Quinlan ([quinlana@idhsaa.org](mailto:quinlana@idhsaa.org)) **electronically**.

- Send the document as an attachment to your email message. Include in your email message, **the name of school, mailing address** and **PO#**, if applicable.
- Please list a name **one time only**, even if the person is coaching several activities.

Please note:

- Lists that are faxed, scanned or mailed **WILL NOT** be considered.
- Cards **will not** be issued to coaches of activities for which the school has not paid the activity fee.
- If you have any questions regarding activity cards, please see the Activity Card Guidelines link (click [HERE](#)) or call Amanda at the IHSAA office @ 208-375-7027.