



Requesting Activity Cards

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

Membership invoices can be found at: idhsaa.org<<Rules & Forms<<Invoices

Step 1:

School information must be updated online **and a confirmation email sent to** Debbie Johnson (johnsond@idhsaa.org)

Step 2:

Submit your card list to Amanda Quinlan (quinlana@idhsaa.org) **electronically by clicking on the excel spreadsheet link on previous page.**

- 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 or call Amanda at the IHSAA office @ 208-375-7027.