**Money Collection Procedure – Jazz Night Out**

This document should serve as a guide on procedures to follow for money collection during Jazz Night Out. This document does not include procedures to set up or follow during auctions, door prizes, special donations, concession sales, or baked items sales. This document only discusses money collection procedures. Any activity not discussed should follow the normal money collection procedure until it is added to this document if needed.

Ticket to be used should be numbered and perforated between ticket portion and tear off stub. Records should be kept indicating the tickets given to each selling location. The day of the event the ticket entrance attendant will tear off the ticket, keep one half and return the other to the participant. All tickets collected need to be saved as those will be used to count attendance.

Money may be collected for 7 different activities:

1. Entrance Tickets
2. Special Donations (Ex. $500 match, floor bucket)
3. Concession sales
4. Merchandise sales
5. Donated Baked items sales
6. Door prizes
7. Auction Sales
8. Music requests

Money may be spent for 6 different reasons:

1. Pizza for students
2. Drinks (water/pop/lemonade) for students
3. Set up material
4. Food for ticket holders
5. Location rental
6. Other rentals (chairs, tables, …)
7. Supplies (tickets, envelopes, labels, silverware, posters, cups, hand stamp, bracelets for volunteers, receipts, …)

Tickets can be sold in 6 different ways:

1. By placing an order ticket with the treasurer, Mr. Rosier, Mrs. Stoll
2. By the VHS Office
3. By the Middle School Office
4. On-line (not set up yet)
5. By Credit Card via the treasurer (not set up yet)
6. By an outside location approved by the treasurer

The treasurer or person designated by the treasurer needs to be informed of any other money collection activity not listed above. Any other activity not listed should follow the same procedure described below unless otherwise instructed.

The treasurer or person designated by the treasurer needs to be informed of any other selling location if not listed above. All selling locations should follow the same procedure as the school office unless otherwise instructed.

The treasurer or the person designated by the treasurer is responsible for the ticket inventory. Tickets will only be given to those who pay for them. Orders can be taken by the students but money has to be collected before the ticket can be given to the buyer. The order form provided can be used to get the orders but the student is responsible for getting the money before requesting the tickets. A ticket is required to enter the activity. If a replacement ticket is needed, it will be sold at the same original price.

Since tickets can be sold at different locations, the treasurer or person designated by the treasurer is responsible for assigning pre-counted number of tickets to each location and for balancing the amount received to the number of tickets sold. Any ticket unsold needs to be returned to the treasurer for balancing purposes.

To enter the activity the sponsor needs (a stamp can be used to re-enter)

* 1. To have printed ticket
	2. To be in the ‘will call’ list
	3. To buy a ticket
	4. To be on the list of volunteers in which case a bracelet will be provided

Any person with tickets lost will be required to buy a full price ticket. Any questions regarding entrance please contact the treasurer, the person designated by the treasurer or the activity coordinator.

Volunteers needed depending on how the activity is set up – may not need all of these (2 or 3 shifts may be needed depending on how long the activity is):

Merchandise Sales – at least 1 per shift

Counting Room – at least 2 per shift plus a band board member to oversee operations and use computer

Concession Stand – At least 2 per shift

Donated Items (baked sales) - depends on how many and if separated from concession stand.

Entrance – at least 2 per shift.

Silent Auction table – at least 2 per shift

**Silent Auction**
For the silent auction activity, the treasurer or person designated (the collector) is responsible for recording and collecting the amount of each item sold. A list of all items and starting price needs to be given to the collector. When the auction is closed, the buyer needs to go to the collector’s table to pay for the item. Items can be claimed after the buyer pays and takes a validated receipt. Items can be given to the buyer only after the buyer presents the validated receipt. All money collected needs to be turned in to the treasurer or person designated the night of the event. Any unsold items need to be accounted for and save until decided what will be done with it. A raffle at the end may be an option.

**Door Prizes**

For door prizes, tickets will be sold in pre-counted packets of 1, 5, or 10. The person selling the tickets is responsible for returning either the tickets or the money. All money collected needs to be turned in to the treasurer or person designated the night of the event.

 **Event Tickets**
A pre- counted number of tickets will be given to each selling location and the selling location is responsible for the money and tickets. The treasurer or person designated by the treasurer is responsible for collecting all sold and unsold tickets and for balancing to the amount collected. An order form should be left at each location to help balancing. This order form will contain the number of tickets ordered and the ticket number used. As many forms as needed could be used.

Online purchases – not set up yet. This will be set up in the near future for now tickets need to be bought from a selling location.

Any person from the committee selling or buying tickets needs to place an order.

**Event Night**

All money received the night of the event needs to be counted that day and given to the treasurer or person designated by the treasurer. The day of the event there will be only one centralized place for counting money. At the end of the activity all balance sheets should be turned in to the Fundraiser coordinator for reporting purposes and the fundraiser coordinator is responsible for turning those to the secretary for recording purposes. The treasurer will be in charge of depositing all money received (merchandise/fundraiser/food).

Instructions for the volunteer at the entrance

The participant can enter the event as follow:

1. By having a printed ticket in which case tear off half the ticket and return to the participant the other half. Save the half torn off
2. By having his/her name in the ‘will call’ list in which case you need to take a ticket tear off half the ticket and give the participant the other half. Save the half torn off.
3. By buying a ticket from you in which case you need to take a ticket tear off half the ticket and give the participant the other half. Save the half torn off.
4. By having his/her name in the list of volunteers in which case you will provide a bracelet to be used during the activity. Re-entrance can be granted for those with a bracelet.
5. By having a stamped hand.
6. By having a volunteer bracelet

Any participant can re-enter the event by having his/her hand stamped. Any volunteer can re-enter the event by displaying his/her bracelet. At the end of the activity, the person selling the tickets is responsible for returning either the tickets or the money. All money collected needs to be turned in to the treasurer or person designated the night of the event. The money should be counted by 2 people and once counted a balanced sheet should be completed and money placed in the envelope. Depending on the location of the table, the money may be counted at the table or the designated counting room. This will be indicated by the treasurer or the person designated by the treasurer.

**Instructions for the volunteers at the Door prizes ticket selling table**

Tickets will be sold in pre-counted packets of 1, 5, or 10. The person selling the tickets is responsible for returning either the tickets or the money. All money collected needs to be turned in to the treasurer or person designated the night of the event. The money should be counted by 2 people and once counted a balanced sheet should be completed and money placed in the envelope. Depending on the location of the table, the money may be counted at the table or the designated counting room. This will be indicated by the treasurer or the person designated by the treasurer.

**Instructions for the volunteers at the Silent Auction Money collection table**

A list of all items and starting price should have been given to you. Once the auction for an item is closed, the buyer will come to this table to pay. Record the amount collected for each item. Give the buyer a receipt and indicate where to go to claim the item. Items can be claimed after the buyer pays and takes a validated receipt. Items can be given to the buyer only after the buyer presents the validated receipt. All money collected needs to be turned in to the treasurer or person designated the night of the event. The money should be counted by 2 people and once counted a balanced sheet should be completed and money placed in the envelope. Depending on the location of the table, the money may be counted at the table or the designated counting room. This will be indicated by the treasurer or the person designated by the treasurer.

Instructions to the volunteers counting money

At all times there should be at least 2 people in the room and a supervisor overseeing the process. The supervisor could be one of the 2 people in the room. The money should be counted by 2 people and once counted a balanced sheet should be completed and money placed in the envelope.

The volunteers in this room are responsible for counting any money turned in by the treasurer or the person designated by the treasurer. Depending on the location of each of the tables collecting money, the money may be counted at the table or this room. This will be indicated by the treasurer or the person designated by the treasurer. If money is brought by the seller make sure the amount is verified in front of the seller. A balance sheet needs to be used per seller for each verification.

1. Make sure the bank deposit slips, the VBBI deposit slips, and check list sheet are completed and placed together with collection sheets inside the envelope.
2. Keep money safe until treasurer/president are available to place in safe.
3. Seal the envelopes with the money and corresponding balance sheet.
4. Make sure the Fundraiser Coordinator is given a report
5. Make sure the Fundraiser Coordinator is given a final report that will be given later to the secretary by the Fundraiser Coordinator for recording and balancing purposes.
6. Make sure ticket sales, auction sales, concession sales, bake sales, merchandise, special donations money is kept and counted separated.
7. Make sure the band director and fundraiser coordinator are given concession stand, bake sales, merchandise sales, special donations, tickets totals separately.

Instructions to the treasurer or person designated by the treasurer (supervisor) overseeing the operations

1. Make sure each table has an adequate number of volunteers.
2. Make sure each table has the correct number of balance sheets.
3. Make sure each table has start up money.
4. Make sure the Fundraiser Coordinator is given a final report that will be given later to the secretary by the Fundraiser Coordinator for recording and balancing purposes.
5. Make sure entrance tickets, concession stand, bake sales, merchandise money, special collection, auction sales are kept and counted separated.
6. Make sure the band director and fundraiser coordinator is given concession stand, bake sales, merchandise sales, auction sales, special collections, and entrance totals separately.

Instructions to the volunteers selling merchandise

A merchandise log and a balance sheet should be used to keep track of merchandise sold. Get merchandise log, credit card log, balance sheet, price list, deposit slips, order sheets and start up money from the treasurer or person designated by the treasurer. Money should be counted at the beginning and end of each shift if there is a change of volunteer(s). If the same volunteer(s) stays no need to count until the end to the volunteer’s shift.

Use the balance sheet to count and verify the amount collected with the treasurer. Once the money is counted, the treasurer will take the balance sheet, the deposit slips, logs and check list. The fundraiser coordinator should take the order sheet for items such as videos.

Prices cannot be changed at the table. Any questions regarding prices or merchandise deals need to be clarified with the fundraiser coordinator and the treasurer. If a price of an item is not listed ask the fundraiser coordinator of treasurer for the price.

It is very important the merchandise log is kept up to date as this is used by the treasurer to balance merchandise sold vs. money received. Use the merchandise log to mark down items sold as you sell them. If an item is not listed add a line to the log for the item and use it to keep track. This applies specially when taking orders for future items like videos. A separate log sheet should be used to keep track of orders with indication if payment received. Any money collected from orders, needs to be given to the treasurer for deposit.

If credit cards are used, keep credit card log up to date as this is used by the treasurer to balance merchandise sold vs. money received.

Only adults should be in charge of the money box unless there is a shortage of volunteers and a designated student has been chosen to do so.

Instructions to the volunteers selling at the concessions

Get balance sheet, deposit slips, price list and start up money from the treasurer or person designated by the treasurer. If inventory is needed, ask for the inventory log. Money should be counted at the beginning and end of each shift if change of volunteer(s). If the same volunteer(s) stays there is no need to count until the end to the volunteer’s shift.

Use a money balance sheet to count and verify the amount with the treasurer. Once the money is counted, the treasurer will take the balance sheet, the VBBI deposit slip, bank deposit slip and check list sheet.

Prices cannot be changed at the table. Any questions regarding prices or merchandise deals need to be clarified with the fundraiser coordinator and the treasurer. If a price of an item is not listed ask the fundraiser coordinator of treasurer for the price.

It is very important the inventory log is kept up to date as this is used by the treasurer to balance merchandise sold vs. money received. Use the inventory to mark down items sold as you sell them. If an item is not listed add a line to the log for such item and use it to keep track.

Only adults should be in charge of the money box unless there is a shortage of volunteers and a designated student has been chosen to do so.

Instructions to the volunteers selling donated items

Unless there is a pre-arrangement with the donor the selling of donated items should follow the same procedure as the concession stand sales.

Pre-arrangement may include:

1) the donor will sell directly and donate only a portion of the sold items

2) the donor wants us to sell and only a portion of the sold items will be donated. This means a separate count of these items should be kept in order to split the money.

 **Instructions to the coordinator of this activity**

1) Make sure to get a copy of the VVBI Money Collection Procedures from the treasurer or person designated by the treasurer.

2) Make sure to ask the treasurer or person designated by the treasurer what balance sheets are needed to be completed for this activity.

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