**Money Collection Procedure - Merchandise**

This document should serve as a guide on procedures to follow when selling merchandise, concession stand items or baked items.

Volunteers needed (depending on items to be sold, one or two shift may be needed):

Merchandise Sales – at least 1 per shift, per table

Concession Stand – At least 2 per shift, per table

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

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 designated person by the treasurer. Money should be counted at the beginning and end of each shift if 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 are previously assigned and can’t 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 as 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 such 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, need 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 designated person 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 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 turn in to the treasurer together with the balance sheet, the VBBI deposit slip, bank deposit slip and check list sheet.

Prices are previously assigned and can’t 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 as the fundraiser coordinator of treasurer for the price.

If inventory is needed, 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 sale 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 designated person by the treasurer.

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