**Money Collection Procedure - Walkathon**

This document should serve as a guide on procedures to follow for money collection during Walkathon.

Money may be collected for 4 different activities:

1 - Fundraiser collection

2 – Special Donation (Ex. $500 match, floor bucket)

3 - Concession sales

4 - Merchandise sales

5 – Donated Baked items sales

Money may be spent for 3 different reasons:

1 - Pizza for students

2 – Drinks (water/pop/lemonade) for students

3- Set up material.

All money should be counted the day of the fundraiser meaning that if money is received prior to the day of the Walkathon, the money should be kept in the black box outside the band director’s office or in the safe inside the band director’s office. The day of the Walkathon there will be only one centralized place for fundraiser collection and depending on the set up the food and merchandise could be in a separate or same location. If the collection location is not near the entrance of the activity a designated person should be at the entrance directing students/collectors/donors where to go and signs should be placed along the way. For balancing procedures, 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). The money needs to be counted every hour and a graph like sheet should be placed in a visible location to inform participants of the progress. The money should be taken to the safe once counted.

Items needed in the counting room:

1 – staple

2 – tape to tape envelopes containing counted money ready to place in safe

3 - staple remover to remove staples from turned in collection sheets

4 - large envelopes or 1qt plastic bags to place collection sheets received to be kept as records

together with money collected.

5 - copies of fundraiser sheets in case donors need one

6- VBBI Balance Sheets

7 - VBBI Computer

8 – Slotted box for students/donors to place collection

9 – Company matching forms if available (Ex. Pfizer)

Volunteers needed (depending on how long the walkathon, one or two shift may be needed):

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 1 per shift to direct students to the counting room.

Procedure to follow during Fundraiser Collection

Instructions to the students

1) If the money is turned in prior to the day of the Walkathon, the student(s) should be instructed to put their fundraiser sheet together with the money directly in the black box outside the band director’s office. The money and sheet should be put on an envelope. If no envelope available they should be stapled together. The box has a small slot and the envelope/sheet may need to be folded. The treasurer is responsible for opening the box once a week and placing the money in the safe until the day of the Walkathon.

2) If the money is turned in the day of the Walkathon, the student(s) should be instructed to go to the collection/counting room. In the counting room there would be a slotted box for the money to be placed. The money and sheet should be put on an envelope. If no envelope available they should be stapled together. There should be extra copies of the fundraiser sheet in case the students need any.

Instructions to the volunteers counting money

1. Each fundraiser sheet needs to be verified by counting the money received and balancing that back to what the student wrote on the sheet.
2. If the money does not add up to the amount on the sheet, the student needs to be questioned and the correct amount should be clarified.
3. Once the money is finalized, the volunteer should initialize the sheet, turn in the sheet to the supervisor entering the data in the computer and place the money in its corresponding pile after it has been separated by bills, coins, checks.
4. When it is time to count on the hour, a volunteer should help the supervisor verify the money count and should initialize the balance sheet that goes with the money before the treasurer or president takes it to the safe. The total amount been taken should be recorded in the On-the-hour Balance sheet.
5. Once the money is counted, the volunteer can help complete the bank deposit slips, the VBBI deposit slips, and the check list sheet. Each deposit slip should not exceed 25 checks.
6. Make sure special donation ($500 match, floor bucket), merchandise, concession stand, bake sale are counted and kept separated.

NOTE: Only adults should be counting unless there is a shortage of volunteers and a designated student has been chosen to do so.

Instructions to the supervisor overseeing the operations

At all times there should be at least 2 people in the room and a supervisor, a board member or designated person by a board member, overseeing the process. The supervisor could be one of the 2 people in the room. To avoid having too much money in the counting room, money should be counted hourly and placed in the safe in the band director’s office. If not too much money on the hour, the money can be counted every 2 hours. The money should be counted by 2 people and once counted a balanced sheet should be completed and money placed in the envelope. An on-the-hour balance sheet should be used to record the amount been moved to the safe.

A slotted box should be placed by the entrance where it could be guarded by the people in the room for the students/donors to deposit their money. This way they do not need to interrupt the counters nor leave the money wide open on a table.

A computer should be used to tally the amounts per student. Ask the band director or Fundraiser coordinator what kind of tally is needed (student/grade/section). The supervisor should be in charge of the computer unless there is another board member serving as volunteer in which case that board member could be in charge of the computer. In the case of shortage of volunteers a designated person by the treasurer or board member could serve as supervisor.

1. Enter data in the computer
2. Count the money on the hour and complete on-the-hour balance sheet
3. 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.
4. Keep money safe until treasurer/president are available to place in safe.
5. Seal the envelopes with the money and corresponding balance sheet on the hour.
6. Make sure the Fundraiser Coordinator is given an on-the-hour report
7. 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.
8. If special collection money ($500 match or floor bucket) make sure it is kept/counted separated.
9. Make sure concession stand, bake sales, merchandise money is kept and counted separated.
10. Make sure the band director and fundraiser coordinator is given concession stand, bake sales, merchandise sales, $500 match, fundraiser 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 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.

**NOTE: Bandathon and Walkathon instructions are pretty much the same.**