

## Instructions for Collecting and Turning in Money

1. Before meeting, collect money from team, count registration money and fill in the receipt form. Check team member envelopes, count contents, and write amount on bottom to verify that amount on envelope is in envelope. Add up your envelopes and enter the amount in the donations appropriate box. Be sure to put the money back in the right envelopes for verification from the registration committee. Count up track sign money and enter on track sign box. Verify that forms are accurately filled out. Verify the luminaria forms are filled out accurately including money amounts, total up money and enter into the box for luminaria. Put money in luminaria collection envelope provided in your packet. Be sure to keep all money from each category separate. **Be sure to turn all coin into cash/check. As much as possible, turn cash into bank check/money order/personal check for security purposes. No money will be accepted without an envelope for tracking and security. Be sure to indicate team name to insure the money is properly credited. All envelopes MUST have the TEAM NAME on it. If not the money collected will be credited to "Miscellaneous".**
2. At meeting, go to luminaria chair and track sign chair before going to registration committee. Luminaria committee will be verifying that forms are filled out correctly and money amounts are on the forms and match your Luminaria envelope. They will not be checking your money. They will be tracking the number of luminaria sold for each team for the award. They will keep your forms. Have them initial in the right place on the form. Track sign chair will verify that forms are filled out correctly. Have them initial the box. They will not be checking money and will keep your forms. Then, go to registration committee. Registration committee will be verifying that your money turned in matched what you have written on the form. They will need to count all of your money while you are waiting. They will verify each of your team member envelopes. When they are certain that you're turned in money matches this form, they will initial it.
3. This form is your receipt. Please make sure that you keep these for your records. After the event, if you add up all of these forms and what was turned in at Relay, you will know how much your team raised. It is the team captain's job to track the total amount of money turned in by your team, totals raised by each team member and for youth teams who has raised the \$100.00 necessary to spend the night. As much as possible, team members should be turning their envelopes into the team captain and the team captain should be turning them in to registration even at the event. Of course, there are those occasions, at the event where a team captain may not be available when a team member shows up to walk. Please consider appointing a second person who will be around during the entire event to receive, track and turn in money for your team. This form will not be required to turn in money at the event. It is to be used for meetings. If you want to use it at the event you are welcome to do so, however, you will need to turn in money and forms to luminaria booth at the event. All remaining money comes to the registration booth.
4. At the event, you will need to provide your incentive prize form that will be provided. Each member on your team must turn in an envelope indicating the amount of money they raised with the waiver signed. This will help us to collect the data needed to determine top fundraisers within our event as well as divisionally & nationally. Please make sure that you are prepared to share this information.

Thank you very much for helping us to more efficiently collect your money. We are hoping that with your preparation help prior to meetings everything will run smoothly and quickly at the meeting. Additionally, there will be checks and double checks to verify amounts thereby assuring fewer if any errors in tracking or counting. We appreciate all you do as team captains and value this additional assistance. Please feel free to offer any ideas you may have on this process to assist in efficiency and accuracy to Kate, Julie, Chris, Fred or Shannon. Thanks again.