

MONEY COLLECTION INSTRUCTIONS FOR FUNDRAISER COORDINATORS

1. Prior to the start of any fundraiser/event, ensure all notifications and instructions/order forms request the parents to:
 - ❖ Make all checks out to **WHS CBI**
 - ❖ Put student name and event name (ex. Pie Sale) in memo section of the check
2. During the fundraiser, periodically check the Choir Room for order forms and checks that have been turned in.
3. Collect checks. Verify that necessary information was written on the check (name and event in memo section). Add it to the check if the information is missing.
4. Create a spreadsheet to list each student's order. Spreadsheet should include, but not be limited to:
 - ❖ number of each item sold
 - ❖ total items sold
 - ❖ total money collected
 - ❖ total cash collected
 - ❖ total checks collected
 - ❖ amount of student profit
 - ❖ amount of CBI profit (if applicable)
 - ❖ notes
5. Collect the orders from the Choir Room and separate cash by denomination.
6. Complete the CBI Receipts/Deposit Form. Blank forms are located in the Choir Room on top of the Booster Box and on the WHS Choral Program website (www.westfieldhschoral.org). Place the spreadsheet, Receipts/Deposit form, and monies, which should match the total on the deposit form, into an envelope and ensure none can fall out.
7. Call or email the CBI Treasurer to make arrangements to drop off the fundraiser spreadsheet and monies.
8. All monies collected should be turned into Treasurer within one week of fundraiser/event completion. You should not keep funds for longer than two weeks. Please make deposits periodically during the fundraiser. Money **SHOULD NOT** be kept in your home until the end of the fundraiser/event.