

Thank you for volunteering for one of the many Crooked Billet-Hallowell events for the 2018-2019

We thought it would be helpful to share with all the committee chairpersons the Crooked Billet – Hallowell HSA guidelines for counting money for deposit, requesting reimbursements or a cash box for the different events.

If you have any questions, please contact any one of the Treasurers.

Looking forward to a great school year!

Beth Anna Deacon, bethannadeacon@yahoo.com

Jessica Harold, jessharold1@verizon.net

Stephanie Black, steph81651@aol.com

Counting / Collecting Money

- All events that charge a fee for participation & payment is made in advance, please use a form requiring contact information (see sample form sent separately)
 - Please contact any member of the HSA Board if you need assistance creating or updating an existing form
- As a committee Chairperson, you are responsible for processing all forms and money submitted
- All Money must be processed and counted at the school. You may use the HSA Office to do this
- A DEPOSIT FORM must accompany all money to be processed by the Tri-Treasurers
- All money needs to be counted by 2 people. If your committee only has one chair-person, please contact one of the HSA Treasurers
- When an item is being purchased from the school (Pies, Kids Stuff Books, Hershey Park Tickets), please make arrangements to have the checks collected submitted to the tri-treasurers before distributing items. This will reduce the amount of work if there are any issues with cashing the checks.

Check Request Forms for Reimbursement

- Prior to spending any money on your event, please contact Beth Anna Deacon for budget guidelines
- All Check request forms must have an attached receipt(s) to have request processed
- If a check is needed to pay a vendor (like a DJ) and is needed the day of event, please submit a copy of the contract / invoice along with the check request form
- Checks can be sent home with your child, mailed, or left at school for you to pick up
- Please allow for one week for all check requests to be processed
- Requests can be sent to school in an envelope CB-HAL HSA Treasurer or emailed to Beth Anna Deacon &/or Jessica Harold
- Please contact Beth Anna Deacon or Jessica Harold with questions

Cash Box Requests

- If a cash box is needed for your event, please contact Beth Anna Deacon 1 week prior to the event
- When requesting cash box, please include if quarters or any other change is needed.

- At the end of the event, please separate the starter money (usually \$100) from the money collected at the event
- Make sure the cash box and deposit money are locked in the main office after the event