

Crooked Billet – Hallowell HSA
Sending Money to School Best Practices

The Crooked-Billet Hallowell HSA is looking forward to the 2019-2020 School year and we have lots of events and activities planned.

We wanted to share some best practices for sending money to school for any of these events and activities.

If you have any questions, please feel free to contact one of the Tri-Treasurers, any of the HSA Board Members or the Committee Chair for the specific event.

- Cash or Checks can be sent in. Checks are made payable to **Crooked-Billet Hallowell HSA** (CB-H HSA)
 - When paying for multiple children for one event (example Pretzel sales) you can send in one check for the family. Checks for individual children is not required, one check is preferred.
 - In the event that a check is returned for Non-sufficient funds, one of the Treasurers will contact you. You can resubmit payment and we request you cover the \$20 fee the HSA is charged
 - When sending cash, please note, Change will not be given (example if something is \$7 and you send in a \$10 bill, change will not be sent home)
- Please include event/activity form with money. If you don't have access to a printer, please include a hand-written note with the requested information from the form as well as the event name.
- Please send money in envelope or baggie. Please be sure to include Child's name, Teacher and Event/Activity on the outside to ensure it goes to the right committee.

Looking forward to seeing you at all our events & activities!

Nicole Reichner, Co-President, nicolereichner@gmail.com

Sarah Haber, Co-President, shaber707@gmail.com

Karen Greenberg, Co-Vice President, karengreenberg@comcast.net

Karen Ianieri, Co-Vice President, kar307@verizon.net

Lisa Johnstonbaugh, Co-Secretary, lisaann617@comcast.net

Tina Kemble, Co-Secretary, tina.kemble@yahoo.com

Beth Anna Deacon, Tri-Treasurer, bethannadeacon@yahoo.com

Jess Harold, Tri-Treasurer, jessHarold1@verizon.net

Stephanie Black, Tri-Treasurer, steph81651@aol.com