



TO: All Carolina Club Volunteers

DATE: May 1, 2013

RE: Cash Handling and Walkup Registration Procedural Policies

Please be advised that the GAA expects the following procedural policies to be followed whenever you are handling walk-up registrations or handling any cash (e.g. selling raffle tickets) at Carolina Club events. **Following these procedures will insure that all funds are handled securely and properly processed. Just as importantly, as a Club volunteer and leader, it demonstrates to others that you take seriously your fiduciary role in handling Club funds, and that you expect the same of others.**

Walk-up Registrations

Each walkup registration payment should be accompanied by a walkup registration form. The GAA will be happy to provide you with a personalized form specific to your event – just ask. The form needs to record the name of the registrant, contact information, the total paid on site and the form of payment (cash, check or credit card*.) *A sample form is attached.*

*Credit cards:

- You must work out with the GAA in advance if you wish to take credit cards onsite for walkup registrations.
- You must use a GAA-approved form for collecting the data needed.
- Data collected must be kept completely secure and confidential at all times. Never leave the data unattended or out in the open where it can be openly viewed.
- You must return the forms to the GAA within 2 business days of your event and the data must be sent in a secure format (no email or non-secure fax).

Deposit Summary Form

At the end of your event, the *attached deposit summary form* should be used to provide a summary record of all money collected at the event. This form should be completed immediately upon conclusion of the event, (we recommend you find a secure, discreet

location at the event site after all other participants have departed), and it must be cross-verified and *signed by two people*.

Timeline for making deposits

It is standard good business practice, common courtesy to your participants and our expectation that all Carolina Clubs are making deposits as follows:

- Cash should be deposited within one business day of receipt
- Credit card forms collected* (see above paragraph*) should be sent to the GAA within two business days of receipt (so that the GAA can process the cards promptly – ideally within one week of receipt)
- Checks should be deposited within five business days of receipt