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