

Columbia River High School Boosters
Cash Handling Instructions - Updated 9/2019

1. STUDENTS WHO ARE BOOSTER MEMBERS CAN TAKE CASH DURING SALES HOWEVER...
2. STUDENTS **CANNOT** HANDLE THE CASH RECEIPTING RECONCILIATION PROCESS (THIS INCLUDES COUNTING TILLS, END OF FUNDRAISING COLLECTION/COUNTING, ETC.) **THOSE GROUPS NOT IN COMPLIANCE WITH THIS RULE AUTOMATICALLY FORFEIT PROFIT TO ASB/SCHOOL.**
3. **ALWAYS** HANDLE CASH & FINAL COUNT OF FUNDS **IN GROUPS OF TWO.** (PREFERABLY COACH/ADVISOR & A PARENT OR CONCESSIONS CHAIR)
4. ONLY BOOSTER MEMBERS MAY HANDLE CASH. (STUDENTS HANDLING CASH MUST BE A BOOSTER MEMBER.)
5. ALL ADULT VOLUNTEERS MUST BE A BOOSTER CLUB MEMBER. ADULTS NOT ALREADY REGISTERED AS SUCH MUST COMPLETE THE MEMBERSHIP FORM AND PAY THE FEE PRIOR TO WORKING CONCESSIONS OR A FUNDRAISER.
6. ONLY ADULT BOOSTER MEMBERS CAN MAKE DEPOSITS.

QUESTIONS? EMAIL, CALLOR TEXT:

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