

FALA Volunteer Corps Process for Spending Funds

1. Get approval to spend funds- \$50 may be approved by the treasurer- a larger amount must be approved by the FALA Volunteer council
2. Keep your receipt when you purchase items.
3. Submit the receipt with a signed Reimbursement Form
4. Leave it in the Volunteer Mailbox in the office. (text/email the treasurer to check box)
5. Treasurer signs/approves the reimbursement and submits it to the FALA account manager
6. FALA account manager processes it and mails reimbursement check

FALA Volunteer Corps Process for Depositing Funds

Volunteer Corps Event Collections:

1. Money is counted by 2 people at event site
2. Fill out Deposit Form with names of money counters and their contact information
3. Get to treasurer within one business day. (box at school?, handoff in parking lot- want to minimize handling of cash)
4. Treasurer will deposit with FALA account manager.

Donations or other deposits:

1. Fill out a Deposit Form
2. Give to FALA Volunteer Corps treasurer
3. Treasurer will deposit with FALA account manager.

FALA Program (dance, theater, music, art) Events:

1. Door collections (entrance donation/fee, tickets) should be given to sponsoring program representative (teacher) at end of night.
2. Tables staffed by Volunteer Corps (concessions, item sales, flowers, etc): money should be counted by 2 people at the event site, Deposit Form filled out (make sure that it is clearly noted who the money belongs to – dance, music, etc.) and signed, and money given to sponsoring program representative (teacher) at end of night.