

All Saints Fiesta 2008

FROM: Diana De Jesus (510) 581-0736 Myrna Zelaya (510) 886-4337, Treasurer

TO: Booth Volunteers

RE: Money/Ticket Handling Procedures

Thanks for volunteering to help make the All Saints Fiesta tradition a success again this year. The following money/ticket handling procedures are intended to enhance security and personal safety of our volunteers. Please read them carefully and call me if you have any questions or concerns.

1. Every Booth should designate one ADULT (preferably the booth chair) responsible for primary money/ticket management within the booth.
2. Only ADULTS are allowed to handle money and tickets.
3. All booth workers should wear money/ticket aprons (these are provided), and place all money/tickets in the aprons. Placing money or tickets in pockets does not look good and is not allowed.
4. **DO NOT WORRY ABOUT COUNTING OR KEEPING TRACK OF MONEY/ TICKETS.** That's what we do in the counting room. Each booth has a unique tracking number and rest assured that all collections will be credited to your booth. Counting money/tickets is time-consuming and distracting. Your time is best used in helping your guests enjoy a good time.
5. For safety, security agents will periodically collect money/tickets from the booths. You will receive a five-minute notice before pick-up begins. The pick-up times will vary, so please be alert and try to organize your cash/tickets during slow periods. Be sure to collect money/tickets from all the workers and place them in the marked bag that will be provided. Please make sure to **KEEP SUFFICIENT CHANGE** (in booths using money), **BUT NO MORE THAN WAS ORIGINALLY GIVEN TO YOU TO START.** The idea is to keep a minimum amount of cash around for safety.
6. Make sure the empty bag you receive during exchange has the same number as the one you turn in. The money/ticket bag is to be used for money and play tickets only; no food/drink tickets, tokens, etc. please.
7. Use the change booth if you need change or if you need any special service. They will notify the counting room and help will be sent. For safety, please **DO NOT LEAVE THE BOOTH WITH YOUR MONEY/TICKET APRON ON.**
8. To help us keep accurate accounting, please do not pay any expenses incurred in your booth out of booth money receipts. The proper procedure is to promptly submit a reimbursement request form. We will process reimbursements within a week from being submitted. **Reimbursement requests will be accepted until October 15, 2008.**

Thanks again and have Fun, Fun, Fun at All Saints Fiesta 2008.