**CORRESPONDENCE**

1. For anything you want emailed to all our band families or posted on our social media, please contact the Corresponding Secretary, Jen Kramer, by email at northroyaltonbandboosters@gmail.com three days prior to when you need it to be shared.
2. The information needs to be provided in a Microsoft Word DOC format. Any other formats are much harder to use with our distribution tools and will delay getting the information out. Any attachment that needs to be included in your message must be in PDF format to be sent properly.

**VOLUNTEERS**

1. Sign Ups have been created for your events or committee under our Band Boosters SignUpGenius account with signups entered during Registration.
2. Visit: www.signupgenius.com, LOGIN: nrbbvolunteers@gmail.com PASSWORD: $4Thekids
3. You have complete access to your signup. Please take a good look at what has been created to make sure it reflects the needs you have for your event or committee so people aren’t left standing around with nothing to do or you aren’t left short staffed. Feel free to change your sign up any way you need to.
4. If you have any issues or need another sign up created, please contact Kevin Sexton by email at sexton729@gmail.com.
5. If you need Jen to send a request for more volunteers for your event, please add the link to your sign up within the correspondence in your Word DOC.
6. You can send THANK YOU emails or other communications to your volunteers through SignUpGenius too! Take advantage of the features we have with that online product. If you have questions how to do that, contact Kevin.

**FINANCIALS**

1. Each money-related committee should have two people, ideally co-chairs, to verify the money.
2. If you need startup money, please get your request into our Treasurer, Carrie Barnett, by email at bc442olds@sbcglobal.net no less than seven days in advance. Please be sure to state a total amount and what denominations you would like the money.
3. Once you have collected your funds, you have to complete a FUNDS COLLECTED form. Make sure checks are filled out completely and accurately and count your cash at least twice. The form can be found on the Band Booster website under Forms and then Treasurer Forms (www.northroyaltonbandboosters.com/page/treasurer-forms). Both people that counted and verified the money must initial the Funds Collected form. On the form, you must list the count each cash denomination and separately for each check denomination.
4. If you need to be reimbursed, all original receipts and invoices need to be attached to the Reimbursement form. It can also be found on the Band Booster website under Forms then under Treasurer Forms. Please make sure to keep a copy for your records.
5. When making any purchases, please be sure to use our **Tax Exempt Letter**. We are a nonprofit organization so **we cannot reimburse sales tax**. The Tax Exempt Letter can be downloaded/printed to show to your vendors before making any purchases. The Tax Exempt Letter can also be found on the Band Booster website under Forms then under Treasure Forms.
6. If you have any invoices before an event, such as the invoice for the florist, caterer, balloons etc., please get Carrie the invoice as soon as you can to allow her time to cut the check and make arrangements to meet you with it so the check is ready to give to the vendor upon product delivery.
7. If something needs to be paid with the Booster credit card, contact Kathy Payne by email at kathleenmpayne@gmail.com. As a chairperson, you are responsible for filling out the correct form and getting the receipt to Carrie.

If you have any questions not covered above, please contact Kevin or Kathy at any time.