



# ST. BRENDAN ELEMENTARY HOME & SCHOOL

## DELEGATE COLLECTION OF MONETARY DONATIONS

ALL requirements must be fulfilled in order for your grade to continue to be considered eligible to collect monetary donations for future events.

THIS IS A TRIAL RUN ONLY.

EVENT: FIELD DAY – FRIDAY, JANUARY 31, 2020

- Each grade may collect up to \$100.
- One delegate must be assigned per grade to collect monetary donations.
- Only electronic transfers or checks will be accepted – cash is not traceable.
- \$10 – 1 hr.
- Volunteer spots with specific descriptions will need to be created for all monetary donations:
  - i.e. \$70 for pizza = 7 \$10 spots / description: Contribution for Pizza – Field Day.  
\*Spots will not be created without a description.
- Each grade must reconcile their monetary donations after each event.
  - Please e-mail to your volunteer hour liaison the completed signup sheet with the backup listed below;
    - Evidence of the electronic transfer or check [i.e. screen shot or copy] for all monetary contributions received.
    - Itemized receipts for purchases [must have totals].
- Any overage of cash collected goes to the school [check only – it's traceable].
  - If you collect \$100 total for the event and your event expenses are \$85 then you write a check to St. Brendan Elementary for \$15 to ensure that all leftover money goes to the school
  - Overage checks should be given to your Home + School Liaison at the delegate meeting on February 12, 2020.

