

# Treasurer Instructions

## Go to Event Dashboard

Access your Event Dashboard by signing into your Member's Area on the St. Baldrick's website.

## Resource Lounge

Your place to get information and forms

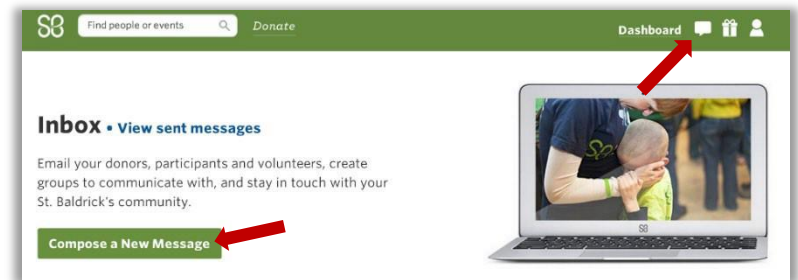
Once you are logged in, click on the link to the "Resource Lounge" in the bottom right area of the page. Click on "VEO & Core Committee" from the dropdown, select "Treasurer" and you will find resources to help you with your role.



## Emailing Participants

Send helpful reminders to participants

You can email event participants with the communication tool at [StBaldricks.org/communicate](https://StBaldricks.org/communicate). Here are some things you'll want to do:



- Encourage online donations! Donating online is fast, easy, and cost-efficient. Donate at [StBaldricks.org](https://StBaldricks.org) or call (888) 899-BALD.
- Remind participants to mail in their checks before the event. Here's the address: St. Baldrick's Foundation, 1333 S. Mayflower Ave. Suite 400, Monrovia, CA 91016.
- Remind participants that they can enter cash donations online using our Submit Cash Feature. More information can be found on slide 'Submit Cash: Enter Your Cash Online.'

# Supply Checklist

Must-have items to bring to the event

- Treasurer Instructions
- Extra Cash and Check Envelopes or labels
- Auction Payment forms (if you're having an auction)
- In-Kind Donation forms
- Lots of paper clips
- Calculators
- Clipboards, pens, pencils, markers, Post-it notes
- A laptop computer or tablet is handy for:
  - Looking up participant ID numbers
  - Registering walk-in participants



# Participant Cash and Check Envelopes

## Treasurer tips

If you used envelope labels, bundle cash and checks from each participant with the labels. Be sure to list the Participant's Name and ID on the labels and set aside for counting with other proceeds after the event.

If you used Cash and Check Envelopes, then collect them from the participants and make sure that they filled out the top half of their envelopes. Tan envelopes are for cash and white ones are for checks. Keep the cash and checks inside each envelope until it's time to count the event proceeds.



### Donation Envelope Labels

Have donations to turn in at your event?  
Print this page and cut the appropriate label to attach to the front of a standard envelope.

#### Cash Envelope

Put this label on your own envelope and turn in cash at your event.

Participant Name (First and Last Name) \_\_\_\_\_  
 Participant ID # \_\_\_\_\_  
 E- \_\_\_\_\_  
 Event ID # \_\_\_\_\_  
 \$ \_\_\_\_\_  
 Total amount of cash \_\_\_\_\_

Participant Signature \_\_\_\_\_  
 Cash will be posted to your webpage as one lump sum as "Friends of your first name," and no tax receipt will be sent.

#### For Treasurer Use Only

• Please verify participant name, participant ID #, and total amount of cash prior to signing below.  
 • Count, verify, and remove cash for deposit.  
 • Please do not mail in cash.  
 \$ \_\_\_\_\_  
 Verified total amount of cash \_\_\_\_\_  
 Treasurer Signature \_\_\_\_\_

#### Check Envelope

Put this label on your own envelope and turn in checks at your event.

Participant Name (First and Last Name) \_\_\_\_\_  
 Participant ID # \_\_\_\_\_  
 E- \_\_\_\_\_  
 Event ID # \_\_\_\_\_  
 \$ \_\_\_\_\_  
 Total amount \_\_\_\_\_

Participant Signature \_\_\_\_\_  
 Make check payable to St. Baldrick's Foundation checks made payable to any other entity.



#### Check Envelope

Turn in at your event.

**St. Baldrick's Foundation** **Cash Envelope**  
 Turn in at your event.

To see your cash donations online in lightning speed - keep the cash, login to your Members Area, and use the Submit Cash feature.

Participant Name \_\_\_\_\_  
 Participant ID # \_\_\_\_\_ Event ID # \_\_\_\_\_  
 Total amount of cash \$ \_\_\_\_\_  
 Participant Signature \_\_\_\_\_

Cash will be posted to your webpage as one lump sum as "Friends of your first name," and no tax receipt will be sent.  
 Want to recognize your donors and provide them with a tax receipt? Keep the cash, login to your Members Area, and use the Submit Cash feature.

**For Treasurer use only:**  
 Please verify participant name, participant ID #, and total amount of cash above prior to signing below.  
 • Count, verify, and remove cash for deposit.  
 • Please do not mail in cash.  
 Verified total amount of cash \$ \_\_\_\_\_  
 Treasurer Signature \_\_\_\_\_

Make donations online in a jiffy, the Foundation before your event.

First \_\_\_\_\_ Last \_\_\_\_\_  
 Event ID # \_\_\_\_\_  
 Total amount \$ \_\_\_\_\_

to: St. Baldrick's Foundation, checks made payable to any other entity.  
 sted faster? Mail them in to date before your event.

in and verify check envelopes, the participant name and ID# filed in above.

# Donated Items and Auctions

## Forms for donated items, services, and auction payments

### In-Kind Donation Form

Use the In-Kind Donation Form for any item or service donated to the event — a musician's performance, food, advertising, printing, supplies, etc.

### Auction Payment Form

The Auction Payment Form should be completed with information on auction item winner(s) and their payment(s).

### Download These Forms

From your Dashboard, go to the Resource Lounge, click on the VEO & Core Committee section, then select the Treasurer tab.

# Counting It All Up, Step-by-Step

## Step 1: Organizing cash and checks from proceeds collected.

The event has ended, the donations have been collected, and now comes the fun part — counting it all up! (*Remember, two treasurers must be present when counting the event proceeds.*)

1A. Count cash and checks from all sources: participants, merchandise, auction, raffle, general donations, sponsorships, and other.

- Record the amount collected for each category on the Event Proceeds Report under “Breakdown of Proceeds Collected.”
- Paperclip the cover sheets to the forms and any checks from: Auction Payments, Raffle Payments, In-Kind Donations, Merchandise and Misc. Sales, and Participant Agreements.
  - Write the category name on any checks for auction, raffle, in-kind, or merchandise purchases.

1B. Organize any checks and cash.

- CHECKS: If you have checks that are not for a participant, write your event number in the memo line of each check and secure them with a paperclip.
- CASH: If you have cash that is not for a participant, record it as General Donations under “Breakdown of Proceeds Collected” on the Event Proceeds Report.

## Counting It All Up, Step-by-Step

### Step 2: Handling check and cash envelopes

#### 2. Separate the Cash and Checks.

- Make sure the participant's name, ID number, and event ID number are written on the front of each Cash and Check Envelope or Label.
- Count the cash and checks turned in from each participant to verify the total amounts on each envelope label. Have someone verify the cash you counted.
- Sign each envelope label on the Treasurer Signature line.
- Bundle the cash envelopes or labels together to be sent to St. Baldrick's. Keep any donation forms with the envelope labels or inside each envelope but remove the cash. **Do NOT mail cash.**
- Bundle the check envelopes or labels together to be sent to St. Baldrick's. Keep all checks and donation forms with the envelope labels.

**Donation Envelope Labels**

Have donations to turn in at your event?  
Print this page and cut the appropriate label to attach to the front of a standard envelope.

---

**Cash Envelope**  
Put this label on your own envelope and turn in cash at your event.

Participant Name (First and Last Name) \_\_\_\_\_  
Participant ID # \_\_\_\_\_  
Event ID # \_\_\_\_\_  
Total amount of cash \$ \_\_\_\_\_

Participant Signature \_\_\_\_\_  
Cash will be posted to your web page (your first name), and no tax receipt.

**For Treasurer Use Only**  
\* Please verify participant name, participant ID #, and total amount of cash prior to signing below.  
\* Count, verify, and remove cash for deposit.  
\* Please do not mail in cash.

Verified total amount of cash \$ \_\_\_\_\_  
Treasurer Signature \_\_\_\_\_

---

**Check Envelope**  
Put this label on your own envelope.

Participant Name \_\_\_\_\_  
Participant ID # \_\_\_\_\_  
Event ID # \_\_\_\_\_  
Total amount of cash \$ \_\_\_\_\_

Participant Signature \_\_\_\_\_  
Cash will be posted to your webpage as one line of (your first name), and no tax receipt.  
Want to recognize your donors and provide them? Keep the cash, login to your Members Area, and use the Submit Cash feature.

**For Treasurer use only:**  
Please verify participant name, participant amount of cash above prior to sign.  
Count, verify, and remove cash for deposit.  
Please do not mail in cash.

Verified total amount of cash \$ \_\_\_\_\_  
Treasurer Signature \_\_\_\_\_

---

**Cash Envelope**  
Turn in at your event.

**Check Envelope**  
Turn in at your event.

Participant Name \_\_\_\_\_  
Participant ID # \_\_\_\_\_  
Event ID # \_\_\_\_\_  
Total # of checks \_\_\_\_\_ Total amount \$ \_\_\_\_\_  
Participant Signature \_\_\_\_\_

Make checks payable to: St. Baldrick's Foundation.  
We cannot accept checks made payable to any other entity.  
Want your checks posted faster? Mail them in to St. Baldrick's Foundation before your event.

**For Treasurer use only:**  
You do not need to open and verify check envelopes, but you must make sure the participant name and ID # are filled in above.

Treasurer Signature \_\_\_\_\_

Need to find the Participant ID number?

Login to your Dashboard, click on "Shavees," and download an excel sheet that has your participants' names, participant ID numbers, and more.

# Counting It All Up, Step-by-Step

## Step 3: Dealing with cash

### 3. There are 3 ways to deal with your cash:

#### Option 1

Deposit the CASH (no checks) at Bank of America, Chase, or Wells Fargo using the deposit slips in your treasurer packet. These are also available for download in the Resource Lounge.

- Bank of America requires a State ID for any cash deposits.
- Amounts over \$10,000 will require a social security number for the deposit.
- Paperclip the deposit slip receipt to your Event Proceeds Report. The amount deposited should match the amount written on "TOTAL CASH" under "Step 1: Cash Collected."

#### Option 2

Exchange the CASH for a Cashier's Check.

- Take all the CASH to your bank and exchange it for a cashier's check. Paperclip the cashier's check to the Event Proceeds Report. The amount deposited should match the amount written on "TOTAL CASH" under "Step 1: Cash Collected."

#### Option 3

Submit the CASH online.

- Follow instructions on how to submit your cash on the next page.
- Write the information under "Step 1: Cash Collected" on your Event Proceeds Report. The amount submitted should match the amount written on "TOTAL CASH" under "Step 1: Cash Collected."

## Submit Cash: Enter your Cash Online

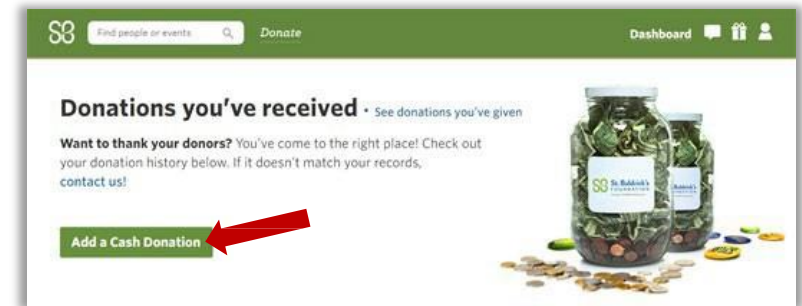
Use the Submit Cash feature in your Dashboard!

Here are 3 great reasons to use Submit Cash:

- See your donations online instantly!
- Alleviate the worry or stress of holding cash!
- Cash donors can be quickly recognized and receipted for their contributions if you enter their valid email address!

## How to use Submit Cash

Sign in at [StBaldricks.org/login](https://StBaldricks.org/login). Click on the gift icon in the upper right corner.



1. Click the “Add a Cash Donation” button.
2. Fill out the required fields. If you do not have the donor information, simply check the box “I don’t have this information.” **Do NOT use your own contact information.**
3. Enter additional cash donations. Click “Save and Add Another” to enter the next cash donation. Now you’ll see the donations you’ve added in the donor list. To submit these donations, pay the amount with a credit card by clicking “Pay for Selected” or “Pay for All.” Then just keep the cash!
4. Submit payment for the cash donations. Follow the prompts to enter your credit card information and submit payment for the cash donations.



## Counting It All Up, Step-by-Step

### Steps 4 & 5: Event Proceeds Report and shipping event proceeds

#### 4. Finish completing the Event Proceeds Report.

- Include notes to clarify anything unusual.
- Remember to either attach a deposit slip receipt, or cashier's check, or write the information for the Submit Cash online donation(s) on your Event Proceeds Report under "Step 1: Cash Collected."
- The deposit slip receipt, cashier's check or the online donation(s) should be equal to the TOTAL CASH under "Step 1: Cash Collected" on your Event Proceeds Report.
- Be sure to sign and date the Event Proceeds Report, that way we know who to contact if we have any questions.

5. Send your proceeds to us as soon as possible using the pre-paid UPS label in your treasurer packet and email your UPS tracking number to [TreasurerHelp@StBaldricks.org](mailto:TreasurerHelp@StBaldricks.org) so we can track your proceeds back to us!

**Didn't collect cash or checks at your event? We still need an Event Proceeds Report.**  
Complete and email it to [TreasurerHelp@StBaldricks.org](mailto:TreasurerHelp@StBaldricks.org) and you're done!

**St. Baldrick's FOUNDATION** **CONQUER KIDS' CANCER** **Event Proceeds Report**  
ATTENTION!  
THIS FORM IS REQUIRED FOR EVERY EVENT, EVEN IF NO CASH OR CHECKS WERE COLLECTED

Event ID \_\_\_\_\_ Event Title \_\_\_\_\_  
Event City, State \_\_\_\_\_ Event Date \_\_\_\_\_

**Breakdown of Proceeds Collected**

	Cash	Checks	Total
Participant Envelope	\$ _____	\$ _____	\$ _____
Merchandise	\$ _____	\$ _____	\$ _____
Auction	\$ _____	\$ _____	\$ _____
Raffle	\$ _____	\$ _____	\$ _____
General Donations	\$ _____	\$ _____	\$ _____
Sponsorship	\$ _____	\$ _____	\$ _____
Other (explain) _____	\$ _____	\$ _____	\$ _____
<b>GRAND TOTAL (must match Grand Total at bottom)</b>	\$ _____	\$ _____	\$ _____

**Form of Payment Collected**

**STEP 1: Cash Collected**  
 NO CASH was received at the event.  
 I deposited the cash at the bank and attached a copy of the deposit slip to this form.  
 I exchanged the cash for a cashier's check or money order, which is attached to this form.  
 I submitted cash online in my Member's area on \_\_\_\_\_ and paid for it with \_\_\_\_\_ on the credit card.  
**TOTAL CASH** \_\_\_\_\_ \$ \_\_\_\_\_

**STEP 2: Checks Collected**  
 NO CHECKS was received at the event.  
 I included our checks in this package.  
**TOTAL CASH** \_\_\_\_\_ \$ \_\_\_\_\_

**STEP 3: Additional donations to be Sent Later**  
 NO additional donations to be sent later.  
 YES details for additional donations to be sent later are below. Please attach additional information if needed.

Donor Name \_\_\_\_\_ Amount \_\_\_\_\_ Expected Collection Date \_\_\_\_\_  
Donor Name \_\_\_\_\_ Amount \_\_\_\_\_ Expected Collection Date \_\_\_\_\_

**TOTAL DONATIONS TO BE SENT LATER** \_\_\_\_\_ \$ \_\_\_\_\_

**GRAND TOTAL (must match Grand Total of Proceeds Collected at Event)** \_\_\_\_\_ \$ \_\_\_\_\_

Treasurer Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Have Questions?

We have answers!

Check out our Frequently Asked Questions at [StBaldricks.org/FAQ](https://www.stbaldricks.org/FAQ), contact us at [TreasurerHelp@StBaldricks.org](mailto:TreasurerHelp@StBaldricks.org) or contact your Event Coach.



THANK YOU for doing the important work of volunteering as a St. Baldrick's Treasurer. Together, we will **Conquer Kids' Cancer!**