Treasurer Instructions
Go to Dashboard
You can get to your Dashboard by signing in to your Member’s Area.

Resource Lounge
Your place to get information and forms
Once you are logged in, you will find the link to the “Resource Lounge” on the bottom right area of the page. Go to the “VEO and Core Committee” tab, click on “Treasurer” and you will find helpful documents.

Emailing Participants
Helpful reminders to send to participants
You can email event participants with the communication tool at 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 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.** Access the Submit Cash handout in the Resource Lounge.
Supply Checklist
Must-have items to bring to the event

- Treasurer Instructions
- Extra Cash and Check Envelopes
- 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, tablet, or smartphone is handy for:
  - Taking credit card donations at the event
  - Looking up participant ID numbers
  - Registering walk-in participants
**Participants’ Cash and Check Envelopes**

**Treasurer tips**

Before the event, participants will receive two envelopes in the mail:

- **TAN** for cash that has not been submitted online
- **WHITE** for checks that have not been mailed in

- Collect envelopes from participants.
- Make sure the top half of the envelope is completed and signed by the participant.
- Have pens and clipboards handy to help participants complete their envelopes.
- Keep cash inside the cash envelopes until it is time to count the event proceeds.

**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**
Use the **Auction Payment Form** for auction payments. The information written on them should be about the auction winner.

**Download These Forms**
From your Dashboard, go to the **Resource Lounge** and look in the **VEO & Core Committee** section.
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: participant envelopes, 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.
AFTER the EVENT

Counting It All Up, Step-by-Step
Step 2: Handling check and cash envelopes

2. Separate the Cash Envelopes from the Check Envelopes.

Check Envelopes (WHITE envelopes)
- Make sure the participant’s ID number, name, and event ID number are written on the front of each Check Envelope.
- Count the checks inside each envelope. Verify it matches the “Total # of checks” and “Total amount” on each Check Envelope.
- Sign each envelope on the Treasurer Signature line.
- Bundle the check envelopes together to be sent to St. Baldrick’s. Keep all checks and donation forms inside the envelopes.

Cash Envelopes (TAN envelopes)
- Make sure the participant’s ID number, name, and event ID number are written on the front of each Cash Envelope.
- Count the cash inside each envelope. Write the total cash in each envelope next to “Verified Total Amount of Cash.” Have someone verify the cash you counted.
- Sign each envelope on the Treasurer Signature line.
- Bundle the cash envelopes together to be sent to St. Baldrick’s. Keep the donation forms inside the envelopes, but remove the cash.
- Do NOT mail cash.

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 Wells Fargo, Bank of America, or Chase using the deposit slips that came in your Treasurer Packet.

- Bank of America requires a State ID for any cash deposits.
- Amounts over $10,000 will require a social security number for 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!

How to use Submit Cash

Sign in at 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**

**Step 4 & 5: Event Proceeds Report and shipping event proceeds**

   - Include notes to clarify anything unusual.
   - Remember to either attach a deposit slip receipt or cashier’s check, or write the information for the 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 everything to St. Baldrick’s as soon as possible, using the pre-paid UPS label in your treasurer packet.
   - Please email your UPS tracking number to TreasurerHelp@StBaldricks.org so we can track your proceeds back to us!

**Didn’t collect cash or checks at your event?** Complete and email us your Event Proceeds Report to TreasurerHelp@StBaldricks.org and you’re done!
Got Questions?
We’ve got answers!

Check out our Frequently Asked Questions at StBaldricks.org/FAQ or email us at TreasurerHelp@StBaldricks.org.

THANK YOU for doing the important work of volunteering as a St. Baldrick’s Treasurer. Together, we will Conquer Childhood Cancers!