

## FINANCIAL & SAFETY GUIDELINES FOR SERVICE UNIT EVENTS

1. All income: cash, checks, “Cookie Dough,” and “Juliette Credits” must be deposited into the service unit event account.
2. The committee should work with the service unit treasurer to request money for event expenditures 2 weeks prior to the event.
3. **All outstanding petty cash receipts from prior events must be turned in to the service unit treasurer before requesting petty cash for any new event.**
4. Petty cash checks will be given with a Petty Cash Summary envelope. All cash, checks, receipts, invoices and other documentation for that check should be given to the service unit treasurer after the event. The front of the envelope (the summary section) should be completed as the money is spent, and receipts placed inside.

### DO NOT MIX MONEY BETWEEN ENVELOPES AND/OR EVENTS!

5. “Cookie Dough/Juliette Credits” may be used for a girl’s registration only. It may not be used for an adult’s fee.
6. Event committees may charge non-members the \$12 registration fee in addition to the cost of the event.
7. “Cookie Dough/Juliette Credits” expire annually on September 18—**DO NOT** accept any expired sheets.
8. An incident report must be filled out for any unusual situations that arise during an event. Examples include, but are not limited to, injuries, altercations, etc.
9. The emergency contact must be available during the time of the event as a contact for parents. That designated person should have a roster of all participants, including phone numbers.