

2015 DSHS CFD Cash Handling Procedures

Local Coordinator Duties

1. Obtain approval from your supervisor to conduct the Fund-Raising Activity.
2. Request a fundraiser number by sending an email to:
 - Bonnie Jacques, DSHS Campaign Leader at bonnie.jacques@dshs.wa.gov, or
 - Ron Holtcamp CFD Campaign Executive at holtcr@dshs.wa.gov .

Note the following information in your e-mail:

- a. Type of fundraiser (i.e. chili feed).
- b. Date(s) of the event.
- c. Office name, mail stop or mailing address of the office conducting the event.
- d. Primary contact person.

Note: Be sure to request a fundraiser number *prior* to the fundraiser.

3. We will email you a fundraiser number. Use this number on all your paperwork for that particular fundraiser. We will also send you a preprinted envelope with a **green label** to send the proceeds from the completed fundraiser to the DSHS Cash Unit for CFD.
4. Assign two volunteers to accept and enter all money collected during the fundraiser on a [cash receipts log](#).
5. Collect the money and log from the volunteers at the end of the fundraising activity.
6. Place the original cash receipts log and money in a secure location.
7. Enter date, the fund-raiser number, total checks amount, and total cash on the sign-in / sign-out log for the secure location.
8. If coins and/or currency were collected, convert it to a cashier's check or money order.
9. Sign-out the amount of coins and currency being taken from the secure location to the bank for conversion.

Note: Be sure to let the bank know that the funds are for charity, they may issue the cashier's check free of charge. If not, save your receipt and submit it, along with an A-19, for reimbursement with your fundraiser paperwork.

10. After a Cashier's Check or Money Order is obtained, restrictively endorse the item with "**For Deposit Only.**"

11. Sign-in the amount of the endorsed Cashier's Check or Money Order being placed in a secure location.
12. Maintain a list of all volunteers assisting in the fundraising activity. Include the fundraising number and name of the fundraiser with the list of volunteers.
13. Prepare a CFD Fundraising Form and make a copy for your records.
14. Send the original Cash Receipts Log with check(s) attached, and a copy of the Fundraiser Form in an envelope with the green **pre-printed** labels. If you do not have labels, send to:

DSHS Cash Unit-CFD
PO Box 9501
Olympia, WA 98507-9501

Note: Funds from Fundraising activities must be sent to the DSHS Cash Unit within **five** days of completion of the event, or receipt of the funds.
See [DSHS 24 Hour Deposit Waiver](#).

NEVER SEND FUNDRAISER MONEY TO ANY OTHER LOCATION!

**Volunteer
Duties**

1. Prior to the event or activity, review the Cash Handling procedures.
2. Two Volunteers shall collect money at the Fund-Raising Activity.
 - a. Ensure checks are made payable to CFD.

The CFD no longer accepts checks written directly to a charity. All checks received during a fundraising event must be payable to the CFD. Any contribution can be designated to a specific charity even if the check is made out to CFD.
 - b. Restrictively endorse all checks with: **"For Deposit Only"**
 - c. Log all money onto the cash receipts log.
 - d. Verify log has the assigned fundraiser #.
3. After the fundraising activity, two Volunteers enter the required information for each check on the cash receipts log and the amount of coins and currency. Total all receipts and enter that amount at the bottom of the form. Both volunteers sign the log.
4. Copy the CFD Cash Receipts Log, and send the copy (and the original Fundraiser Form) in a preprinted envelope to:

DSHS CFD Campaign Leader
PO Box 45018 MS: 45018
Olympia, WA 98504-45018

5. Give the original Cash receipts log and money to the local coordinator.