

## *Event Sales suggested Practices*

Event Sales provide Operating Funds for the organization to achieve mission goals. KCFA Event Sales are driven and organized with the help of many Volunteers who are willing and generous to commit their time and effort. Allowing these events to be successful and enjoyable for everyone, a few guidelines may assist in making it a fun affair.

1. Volunteers assigned to assist in the sale of merchandise, being familiar with the merchandise and its pricing will be a good start to put everybody at ease.
2. Receipt Books in triplicate need to be used to record:
  - The date
  - The amount and name of the item sold
  - The correct selling price
  - If it is Membership Dues, provide the name of the Member
  - One of the triplicate copies should stay with the receipt book, one copy to the customer and one copy to the cashier.
3. The Receipt Book with the Merchandise is taken to the cashier;
  - A Volunteer acting as cashier will be responsible for the Cash box and should be the only one taking care of collecting Cash (no Checks) and finalizing Credit card sales.
  - The signed Credit Card receipts are to be stapled to one of the copies of the book receipt and kept safely with all other paid receipts.
  - After the event the cashier and treasurer verify receipts and cash box and treasurer will take it from there.