

DOLLARS FOR SCHOLARS (DFS), 2022-2023

For any issues or questions, contact one of the co-chairs.

STEPS TO SET UP AN EVENT

1. Contact the DFS Chairs to discuss your idea, reserve your date, and get your DFS Packet.
2. Prepare a brief description of your event for the branch newsletter and submit it to one of the DFS Chairs for review, two months in advance. Write a note for the Friday Reminder the week before your event. Your DFS Chairs can help with this.
3. At branch meetings, display a motivational sign to draw attention to your event. Use the sign-up sheet from the DFS packet. Accept checks ONLY and keep in envelope. You may submit checks to the Finance Officer as you receive them.
4. Guests are always welcomed and encouraged! These guests might become future members.

EVENT DAY

1. Carpooling location is _____ Have your list of attendees with cell phone numbers to check off as they arrive. Name tags are nice, but optional.
2. Take photos during the event to share with members and send to the editor of the AAUW webpage.

AFTER THE EVENT

1. Send remaining checks, the Check Submission Form, the Evaluation Form, and the DFS Attendees List to the finance officer.
2. Tell everyone about the event you planned and encourage them to plan one themselves. We greatly appreciate your sponsorship of a Dollars for Scholars event. This is the way we raise money for our scholarship program.

Information for Sign Up Sheet:

DFS Attendees sign-up

Event _____ Date _____ Cost _____

Sponsors _____

| Name | Cell # | Email | Carpool Y/N | Lunch Y/N Paid |
|------|--------|-------|-------------|----------------|
|------|--------|-------|-------------|----------------|

Evaluation Form
Dollars for Scholars

Name of Activity _____

Date of Activity _____

Sponsor(s) Name(s) _____

Description of Activity and Comments or Recommendations

No. of Members Attending _____

Amount Received _____

No. of guests Attending _____

Amount Received _____

Total Attending _____

Additional Contributions _____

Total Amount Received _____

Less Expenses _____

Total Submitted _____

Mail or give this form and the Attendees List to the Finance Officer

Check Submission Form

Dollars for Scholars

Submit all checks and this form to the Finance Officer

Name of Activity _____

Date of Activity _____

Amount Charged to Attend _____

Total Collected _____

Sponsor(s) of Event _____

All checks should be made out to AAUW _____ Branch.

If funds for expenses are needed, submit Payment Request Form (in this packet) and receipts to the finance officer.

Payment Request Form

Dollars for Scholars

This form may be submitted BEFORE the event if the money is needed.

Please attach all invoices, receipts, and/or other information with your request for reimbursement and submit to the AAUW finance officer.

Check # _____ Date Paid _____ AAUW _____ Branch _____

Date _____

Payable to _____

Address _____

Phone _____

Budget Account: Dollars for Scholars Amount Requested _____

Explanation

Requested by _____

Approved by _____

AAUW _____ BRANCH REIMBURSEMENT FORM

Dated invoices, receipts, and/or other information must be attached to your request for reimbursement.

Expenditure Explanation Amount _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL AMOUNT REQUESTED \$ _____

Make Check Payable To:

Name _____

Address _____

City and Zip _____

Phone _____

Requested By _____

This Reimbursement Form must be signed.