

**Special Olympics Wisconsin**

6582 Ronald Reagan Avenue, Madison, WI 53704 ǀ

(608) 222-1324; (800) 552-1324 (toll-free)

**MONEY HANDLING ACCOUNTABILITY**

The following procedures will occur at all SOWI fund raising events:

1. At least two people will count money and both individuals will sign off on the counts in order to be held accountable.
   1. These individuals will be Class A volunteers with no financial restrictions
   2. These individuals will not be related to each other
2. This completed form will be forwarded to the Program office with the deposit information.

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Checks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Collected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name

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Signature Printed Name