

McDonald's Texas Invitational Basketball Tournament

Guidelines

<u>Supplies:</u>	Blue Wristbands	Blue Invitational Bag
	Green Wristbands	Talley Sheet
<u>Price:</u>	Student Wristbands:	\$2.00 – High School
	Student Tickets	\$2.00 – Intermediate/Middle Schools

Each campus is provided an allotment of wristbands/tickets by McDonald's Texas Invitational Basketball Tournament to sell to students. Colored Wristbands will be used for Thursday/Friday student games only. Game tickets and tournament passes will be sold by volunteers during the tournament.

Wristbands and monies collected need to be accounted at all times. The campus should designate someone to be in charge of wristbands for that campus.

Designee Responsibilities:

- Distributing the wristbands to be sold
- Collecting all funds and unsold wristbands at the end of each day
- Safekeeping wristbands and money collected in the blue bag provided
- Set up a cash collection in the Cash Collection Management System (Scope: Mass Collection)
- Depositing all funds and unsold wristbands with the campus bookkeeper/secretary

Once the wristband sales are completed on Friday, the designee needs to turn in all funds and unused wristbands to the bookkeeper/secretary. During this time the bookkeeper/secretary and designee count the funds together. The information is then entered on the Tally Sheet provided by tournament officials. The tally sheet needs to be signed by the Designee.

50% of the funds are deposited into the school activity account:

- Receipt money as soon as it is turned in to bookkeeper
- Keep the pink copy of the tally sheet for the deposit
- Deposit monies according to the district cash handling process

50% of the funds are forwarded to Education Foundation Department to be given to the tournament

- Do not receipt this money
- The original tally sheet is to be kept with the money and unused wristbands in the blue bag
- Funds, unused wristbands and tally sheet need to be in the blue bag provided by Texas Invitational and given to secretary/bookkeeper.
- Pasadena ISD police have volunteered to pick up monies and deliver to administration building. Call dispatch 713-740-0200 and request an **"office pick-up"** for McDonald's Texas Invitational Basketball Tournament.