

SETTING UP A NEW CASH COLLECTION (DETAIL)

Select New Collection

Cash Collection Management

101568 - Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

December 2014

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

New Collection

- My Collections
- Student Groups
- Course Groups
- Collect By Student
- Refund By Student
- Booked Receipts
- Cancelled Receipts
- History



For rules and guidelines regarding Cash Collection, please refer to the Pasadena ISD Board Policy Manual which can be viewed online [here](#).

Staff Name: Wendy Sharpless

Staff Location: 004 - Dobie High School

Collection Title:

Long Description:

Category: ...choose category

Club/Organization: ...choose club

Collection Begins:

Collection Ends:

Scope 1: ...choose scope

Scope 2: ...choose scope **Leave empty for Campus-Wide or Mass**

Fixed Fee: Do not fill if amounts collected may vary.

Taxable?:

What type of merchandise or service will be sold or provided?

How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?

What will funds generated be used for?

How will funds be secured?

By submitting this application, you are agreeing to adhere to the stipulations above.

Staff Name and **Staff Location** should be pre-filled with your information

Staff Name: Wendy Sharpless

Staff Location: 004 - Dobie High School

Collection Title (Required)

This is where you are going to name your collection something meaningful. This name will appear when someone goes to collect cash for this collection. For example if you are collecting PE Laundry Fees you might call your collection **Spring 20XX Athletics Laundry Fees**

Collection Title:

Long Description (Not Required)

Provide more details on the collection in this field if you think this would be beneficial. (Type of items, prices of items, special instructions)

For example if you are collecting PE Laundry Fees you could put **Collection of \$10.00 laundry fee from Coach _____ PE students for Spring 20XX**

Long Description:

Category (Required)

Drop down selection (See the **Cash Collection Category Guide** for a detailed list)

Fee
Fundraiser
Concessions
Non-Profit Sales

Category:

...choose category ▾
...choose category
Fee
Fundraiser
Concessions
Non-Profit Sales

Club/Organization (Required)

This is a district wide drop down list with every organization commonly used throughout the district. Please find and select the selection that best fits to your cash collection. If you absolutely cannot find a specific name that represents your cash collection you can select **Activity, Other, or Miscellaneous**.

Club/Organization:

Collection Begins (Required)

This is when you anticipate to start collecting cash. This gives your secretary/bookkeeper and administrator an approximate time frame for when funds will be collected. You can collect **before** the date you select if needed.

*Click and use the calendar icon to select the date.

Collection Begins: 



Collection Ends (Required)

This is when you anticipate your cash collection will be over. You can still collect cash on collection **after** the collection end date. This is simply used for a general time frame.

Collection Ends: 

Scope 1 (Required)

This is the most **difficult** field on the New Collection set up. Your scope is who you will be **collecting cash from**. If you choose your second period class as your scope these students in your second period will be the only students available for you to collect any cash from. The cash collection system does talk to chancery and is updated nightly, so as long as chancery is up to date you should see an accurate scope.

Scope 1:

Scenarios:

Individual class – If you are collecting t-shirt money from just your homeroom class.

All my classes – If you could be collecting from all of your students for an art fee.

Grade Level – If you are collecting field trip money for a 10th grade field trip to the Houston Zoo.

Mass Collection – If you are having a car wash/event open to the public or done after school where you do not receipt each student individually. (Tickets sold at the door of an event, or concessions at an athletic event) On a Mass Collection just take all funds collected to secretary/bookkeeper to be receipted.

Campus Wide – If you collect funds for cell phone/ID fees for the campus

District Wide – If you are creating a collection for summer school

Student/Course Groups – Custom classes/students you select to create a define scope (You must create your student/course group before you create collection)

Scope 2 (Not Required)

This allows you to select an additional choice for your scope if needed.

Scope 2: **Leave empty for Campus-Wide or Mass**

Fixed Fee (Not Required)

If the cash you will be collecting will be the same for each student you can fill this field in. If you do not know the price, or it could vary just leave it blank. (You can modify a fixed fee when you are in the collection pages.)

Fixed Fee: **Do not fill if amounts collected may vary.**

Taxable (Not Required)

Only select the Taxable box if your item is taxable. For many items the rule of thumb is:

Something that will become their possession is taxable

Food/Concessions is not taxable

Fees are not taxable

Taxable?: **Taxable?:**

4 additional questions (Required)

What type of merchandise or service will be sold or provided?

How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?

What will funds generated be used for?

Activity group, certain club/organization, a specific item/occasion, etc. or it could just be for the general campus fund/use.

How will funds be secured?

How will you be securing the funds until you receipt it with the secretary/bookkeeper? In a desk, file cabinet, locked box in a locked cabinet, locked blue zipper bag, or other place?

Click **Submit** when you are completed with all required portions of the form.

By submitting this application, you are agreeing to adhere to the stipulations above.



Submitted Cash Collection will be forwarded to Campus Bookkeeper/Secretary and Principal for approval. Approval must be obtained prior to collecting money.

Once approved by both the Campus Bookkeeper/Secretary and Principal you can start the collection of funds and receipting process.

Cash Collection System is only for "CASH payments"Not for CREDIT CARD PAYMENTS.