

DOLLARS FOR SCHOLARS 2018-2019
Events Sponsorship Made Simple

1. Reserve the date for your event by contacting Susie Teicher (svteicher@gmail.com) or Marilyn Fletcher (marilynletcher597@gmail.com).
2. (marilynletcher597@gmail.com).
3. We will e-mail the new **EVENTS PACKET** to you. It contains all you need to do to sponsor your event.
4. Join us at the DFS tables before the branch meetings and during the break to sign up event goers for your event. You will need:
 - a. A sign, no larger than 8 ½ by 11 (typing paper size) to place on the DFS tables to draw attention to your event. Be creative, have fun with it and sell your event!
 - b. A “**SIGN UP SHEET**” found in the packet.
 - c. An envelope to hold paid reservations.

GUESTS ARE WELCOME – encourage everyone to invite a friend, or 2 or 3!

5. Event Day:
 - a. Carpooling is normally from our branch meeting location:
Trinity Lutheran Church, 14088 Clayton Rd., Chesterfield, MO 63017
 - b. Carpoolers park on the lower level of the parking lot. We will let Morris know that an event is taking place – no one will be towed!
 - c. Bring a list along with phone numbers of attendees to check off as they arrive.
 - d. Share the event with the entire branch by taking pictures to be posted on the webpage.
 - e. Have a great event!

Please feel free to call either Marilyn ((636-527-7507) or Susie (314-607-8484) with any questions. We greatly appreciate your sponsorship of a **DOLLARS FOR SCHOLARS** event !

Susie & Marilyn

NEWSLETTER FORM

(Dollars for Scholars your letter in bold)

Use this form to write your draft, then copy the information into an email and send it to Joan Davis (jmdavis@pstcc.edu) 2 months before your event if possible. The newsletter deadline is the 14th day of the month. DFS announcements should appear in 2 newsletters.

TITLE: (make it inviting and exciting): _____

DAY, DATE and TIME _____

COST: (\$10 for DFS plus any event fees) _____

BRIEF DESCRIPTION OF EVENT'S ACTIVITIES: _____

HOW TO SIGN UP AND PAY: (Make checks payable to: AAUW Ballwin-Chesterfield Branch) _____

CARPOOL INFORMATION: (where and time to meet)

ADDRESS AND DIRECTIONS TO EVENT'S VENUE: _____

EVENT SPONSOR'S NAME AND CONTACT INFORMATION:

PAYMENT REQUEST FORM-2018-2019

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

Check # _____ Date Paid _____

AAUW Ballwin-Chesterfield Branch

Date _____

Payable to _____

Address _____

Phone _____

Budget Account: **Dollars For Scholars**

Amount Requested _____

Explanation _____

Requested By: _____

Approved By: _____

Attach all invoices, receipts, and/or other information with your request for reimbursement and submit to our treasurer:

Pat Shores, 938 Stone Spring Dr., Eureka, MO 63025

Submit all checks and this form to:
Susan Haynes, 138 Wynstay, Valley Park, MO 63088

CHECK SUBMISSION FORM

For

DOLLARS FOR SCHOLARS

Name of Activity _____

Date of Activity _____

Amount Charged To Attend _____

Total Collected _____

Coordinator Name(s) _____

Have Checks Made Out to:

AAUW BALLWIN-CHESTERFIELD BRANCH

(NO CASH PLEASE!)

If expense funds are needed, submit **Payment Request Form**, located in this packet, and receipts to:

Pat Shores, 938 Stone Spring Dr., Eureka, MO 63025

DOLLARS FOR SCHOLARS

EVALUATION FORM

Name of Activity: _____

Date of Activity: _____

Amount Charged to Attend: _____

Coordinator'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: _____

Send this form along with the Attendees list to:

Event:

Date:

Cost:

IN CASE OF INCLEMENT WEATHER, PLEASE CHECK YOUR EMAIL AFTER 7 A.M. TO MAKE SURE THE TRIP IS STILL ON.

Name	Phone #	Email Address	Carpool Y/N	Lunch Y/N	Paid
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					