

## DOLLARS FOR SCHOLARS (DFS), 2021-2022

DFS chairs are Janet Sloey and Nancy Pierson

For any issues or questions, contact information is in the Directory.

### 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 two months in advance. Write a note for the Friday Reminder the week before your event.
3. At branch meetings, display a motivational sign to draw attention to your event. Use the sign-up sheet from the DFS packet for members who wish to attend. Keep checks in an envelope. Accept checks ONLY.
4. Guests are always welcomed and encouraged! These guests might become future members.

### EVENT DAY

1. Carpooling is normally from our branch meeting location at Trinity Church. Car poolers park on the lower level of the parking lot. 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: [joycekatz44@gmail.com](mailto:joycekatz44@gmail.com)

### AFTER THE EVENT

1. Send the checks, the Check Submission Form, the Evaluation Form, and the DFS Attendees List to Pat Shores, 5337 Trailhead Court, Eureka, MO 63025.
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.*

*Janet and Nancy—DFS Chairs*

**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** \_\_\_\_\_

**Send this form and the Attendees List to:**

Pat Shores, 5337 Trailhead Court, Eureka, MO 63025

# CHECK SUBMISSION FORM

For

## DOLLARS FOR SCHOLARS

Submit all checks and this form to

Pat Shores

Name of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_

Amount Charged to Attend \_\_\_\_\_

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

Sponsor(s) of Event \_\_\_\_\_

All checks should be made out to:

AAUW Ballwin-Chesterfield Branch

If funds for expenses are needed, submit **Payment Request Form** (in this packet)  
and receipts to

Pat Shores, 5337 Trailhead Court, Eureka, MO 63025

# 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 treasurer:

Pat Shores, 5337 Trailhead Court, Eureka, MO 63025

Check # \_\_\_\_\_

Date Paid \_\_\_\_\_

AAUW Ballwin-Chesterfield Branch

Date \_\_\_\_\_

Payable to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Budget Account: Dollars for Scholars

Amount Requested \_\_\_\_\_

Explanation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_

**AAUW BALLWIN-CHESTERFIELD BRANCH  
REIMBURSEMENT FORM**

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

Expenditure Explanation	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL AMOUNT REQUESTED</b>	\$ _____

Make Check Payable To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Requested By \_\_\_\_\_

***This Reimbursement Form must be signed***

Approved By: Dr. A. Patricia Shores, Finance Officer \_\_\_\_\_

Check Number \_\_\_\_\_ Date Paid \_\_\_\_\_

DFS Attendees sign-up Event \_\_\_\_\_ Date \_\_\_\_\_ Cost \_\_\_\_\_ Sponsors \_\_\_\_\_

