

## DOLLARS FOR SCHOLARS (DFS), 2022-2023

DFS chairs are Nancy Pierson and Betty Jo Hogan  
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 and submit to one of the DFS Chairs for review, two months in advance. Write a note for the Friday Reminder the week before your event. Your DFS Chairs can help with this.
3. At branch meetings, display a motivational sign to draw attention to your event. Use the sign-up sheet from the DFS packet. Accept checks ONLY and keep in envelope. You may submit checks to the Finance Officer as you receive them.
4. Guests are always welcomed and encouraged! These guests might become future members.

### EVENT DAY

1. Carpooling location has changed. Due to its central location, we suggest people carpool from the Schnucks location @ Clayton and 141. The parking spaces south of Commerce Bank, east of Schnuck's, overlooking 141 is the recommended location. 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 remaining checks, the Check Submission Form, the Evaluation Form, and the DFS Attendees List to finance officer, Jean Light.
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.***

***Nancy and Betty Jo —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** \_\_\_\_\_

**Mail or give this form and the Attendees List to:**

Jean Light (Address in directory)

# **CHECK SUBMISSION FORM**

**For**

**DOLLARS FOR SCHOLARS**

**Submit all checks and this form to**

**Jean Light**

**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**

Jean Light (Address in directory)

# 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:

Jean Light (Address in directory)

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>	<b>\$ _____</b>

Make Check Payable To:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

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

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

Approved By: Jean Light, Finance Officer \_\_\_\_\_

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

## DFS Attendees sign-up

Event \_\_\_\_\_ Date \_\_\_\_\_ Cost \_\_\_\_\_ Sponsors \_\_\_\_\_

[illegible]