

DOLLARS FOR SCHOLARS (DFS) 2024-2025

CHECKLIST FOR STEPS TO SET UP AN EVENT

1. ——— Contact branch member, Nancy Pierson, to discuss your idea and possible date.
2. ——— Download DFS forms from the AAUW-BC website under Dollars for Scholars Tab. Try to avoid Interest Group conflicts. Their meeting days are on the website and in the directory.
3. ——— Prepare a brief description of your event for the branch newsletter two months in advance.
4. ——— Write a note for the Friday Reminder the week before your event.
5. ——— At branch meetings, display a motivational sign to draw attention to your event. Encourage payment as members sign up. Use the sign-up sheet from the DFS packet or use your own. You may submit checks to the Finance Officer as you receive them or wait until after the event.
6. ——— Guests are always welcomed and encouraged! These guests might become future members.

EVENT DAY

1. ——— Optional carpool: 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.
2. ——— Have your list of attendees with cell phone numbers to check off as they arrive. Name tags are encouraged for large groups.
3. ——— Take photos during the event and send to webmaster, Carolyn Brown

AFTER THE EVENT

1. ——— Mail or give 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.

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
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL AMOUNT REQUESTED	\$ _____

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 _____

