

RBSMS REGISTRATION 2017-2018—CREDIT CARD/DEBIT CARD

Report to the main office conference room 5 minutes prior to your shift. You must pick up envelope with \$75 cash box from bookkeeper.

Procedure at the Schedules and Fees Table:

1. The first shift will pick up the iPad at the main office conference room and sign them out.
2. At the end of shift, must go to the main office conference room with the envelope you received. Included in envelope:
 - a. Monies collected forms – **BE SURE TO FILL IT OUT AFTER EVERY TRANSACTION.**
 - b. Top, white copy of the students' schedule showing fees paid.

At the table:

1. **MAKE SURE THE PARENT KNOWS to use the DEBIT/CREDIT school pay, there is a 3% FEE for each transaction.**
2. Add up the fees. (See fee chart below)
3. Do not collect fees for PE or PE lockers.
4. Tell the parent the total fees for the year.
5. In the appropriate place at the bottom of the schedule, write the date, amount paid and how paid (ex: debit/credit) and **sign your name under "collected by."** Be sure to fill out the monies collected form after each transaction.
6. If the parent does not want to pay all of the fees at this time, he/she can partially pay the fees; in fact, it is preferable. In this case, the money will first go toward mandatory fees such as band and chorus fees.
7. Complete the "MONIES COLLECTED FORM" after each transaction.
8. Tear the schedule apart. **The parent keeps the yellow/bottom copy as their receipt.** The white/top copy is kept for our school records. Keep the white copies in the courier envelope you were given with your name on it.

Fees – These fees are required to be collected by the school board:

General Fee	\$10.00 – Per year
Science Fee	\$10.00 – Per year/charged for supplies
CTE (Voc.) Fee	\$10.00 per year Agriscience/Business/Aviation
Art Fee	\$10.00 – Per year
Chorus Fee	\$15.00 – Per year
Band Fee	\$15.00 – Per year
Orchestra Fee	\$15.00 – Per year
Instrument Tech & Instrument Ensemble	\$10.00 – Per year
Student Technology Service Fee	\$2.00 – Per year

Schedule Questions/Concern Forms are available at the designated table. Parents/students complete the form at the table and put it in the box for review by an administrator.

At the end of your shift, make sure you have all of the white copies of the schedules in your courier envelope. Empty out your cash box – including the \$75 cash box starter amount. Sign off with Kathy McCollister in the main office. The last group should bring the iPad to the main office conference room. **Bring the envelope back to the main office conference room. YOU MUST BE APPROVED BY THE BOOKKEEPER PRIOR TO LEAVING.** *Thank you for your assistance at this important table.*