

HELP! THE TREASURER IS MISSING!

The treasurer – and the cash, 50/50 tickets and sign-in sheets are stuck in traffic!

The answers:

1. Have a plan
2. Creative problem solving
3. Redundancy

Have a plan

Before you face this situation, visualize each problem that might arise and have alternatives in mind.

Creative problem solving

1. **Delay** the treasurer's break for a tip or two, if possible, to give the treasurer time to arrive.
2. **Cash/change.** Announce the problem to the dancers and specify when the treasurer's break will be held. Ask those with larger bills to please wait until last in line.
3. **Helpers.** Recruit officers or other members well acquainted with the club to collect fees. Choose one officer to be in charge and to count and hold the money until it can be turned over to the treasurer.
4. **Sign in sheets.** Use the backs of flyers if you have no other paper. Borrow pens from dancers' purses or pockets. On separate sheets make a sign-in list for each category and the fee, for example, members \$4, raiders \$4, guests \$5, and have dancers sign the appropriate sheet, members included.
5. **Caller's fee.** Pay the caller cash from your receipts. How much? (See next category.) If you do not have enough money, pay the caller all the cash you have. Record for the treasurer how much you collected and how much you paid the caller. Write the caller a signed IOU if there is a balance owed. You may wish to have the caller write an informal receipt for the cash.
6. **50/50** If you have any storage space whatsoever at the dance hall; it is wise to keep your 50/50 tickets there. We keep them in our refreshment chest at the dance hall.

Redundancy

1. **Caller's fee.** The president or vice president, whoever is responsible for that night's dance, should bring a written note of the amount of the caller's contracted fee. Someone other than the treasurer should bring this as a fail-safe measure to every dance.
2. **Cost per dancer.** The president and the vice president should know or have in writing the fee categories.
3. **50/50** If it is not possible to store the 50/50 tickets at the dance hall, the president or vice president should bring an extra roll to each dance. As one roll of tickets dwindles to four inches or so in diameter, it should be given to the president so that she/he can have some tickets that are not so cumbersome to carry along to the dances. Or, as an alternative, the refreshment committee could store this small roll of 50/50 tickets with their wares.

**DON'T PANIC. RELAX. TRUST OUR WONDERFUL DANCERS TO COOPERATE.
THERE IS ALWAYS AN ALTERNATIVE.**

I will be happy to discuss any questions you may have about this.

Kathy Keener, President, Lakeland Squares

lakelandsquares@hotmail.com

973-366-8064