

J&S Dreamland Express Cashiering... (rev. 5/19/11)

- Saturday & Sunday 1 pm (earlier at staff discretion) to approximately 5:40 for last ride (complete before 6pm)
- Try to monitor that volunteer times are logged in for our end of month reporting
- Tickets: 50¢ Children (under 18) \$1.00 Adults (18 and up)
2 colors of tickets (for adults & children)
Infants under 1 ("or so") free (if carried by parent)
We have complementary tickets which can be exchanged for a regular ticket. If they are not for the current year, you may use your discretion to accept or not.
- Large strollers can be left in office so long as we have space available. Except for the small folding ones, they usually don't fit well on train. Bicycles, skateboards, scooters, etc. may also be left in office.
- Service dogs always OK and no charge. Other dogs at discretion of staff.
Skateboards and scooters on train only at the discretion of conductor & driver
- Riding in cab at front of train ("bell ringer") is at the discretion of the driver. Use care so that we don't have multiple people making conflicting promises to kids.
- Daily starting change fund \$150. We have separate change funds for Saturday and Sunday.
- We will designate someone each day from Kiwanis who will bring the money and someone who will take the money at end of day. The coordinator and the last cashier are responsible for knowing what will be done.
 - Count cash at end of day and record on slip with cash and accounting sheet
 - Put all cash in bag along with daily accounting sheet and cash count at end of day
 - (There is a counting tray for coins, but if time is short, you can skip counting coins – Please count the bills if possible. *However, please always record a count of the day's donations*)
 - It is helpful if you can bag the coins in plastic bags
- Bag the days tickets from all runs (they don't need to be separated) after recording the number of riders (by trainload). At end of day, put bags of used tickets in bank bag with money, daily accounting sheet and cash count forms. It goes to designated person at end of day. **DO NOT LEAVE CASH IN THE BUILDING.**
- People need to purchase tickets and wait for train. Especially on very hot days we can let them stay in the shade and not require that they queue up to wait in the hot sun.
- Issue of refunds of unused ticket at discretion of cashier, just make a note in log. You can tell if a ticket was reasonably current by comparing to our current ticket numbers. *We do refund unused tickets if party can't ride due to oversold last run. Cashier should work closely with coordinator near end of day to minimize excess sales.* If you refund tickets after counting cash - you don't need to recount - just put a note in with the cash saying what was refunded.
- Donations go in the "donations can". Move to cash bag at end of day.
 - Funds are used for student scholarships and other Kiwanis service projects for youth and community.
 - If there's a "large" amount of money in donations can, count it early and move it to bag with other cash.
- Refer adults interested in volunteering can be referred to coordinator or to J&S co-chairs. We have a handout that can be shared with anyone interested.
- We have a special procedure for renting the train for birthdays and special events. Refer to that document for questions.

Daily cash count
for (date): _____

Ticket Sales & \$150 starting cash:

\$	coins
\$	bills
#	Promotional Free Tickets

Donations

\$	coins
\$	bills

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