

## Additions/Changes to the Chili Lions SOPs

Meeting of February 12, 2006

### Additions/Changes to Part 3 – Operations, Section 3.1 Financial

At season end, the following applies:

- If the child continues in the Chili Lions Program the following year
  - All monies will roll over into his or her travel account
  - Monies can be used to offset the registration fee, mandatory fundraising buy-out, any items necessary to complete uniforms (including sneakers/cleats) or that years travel expenses.

Meeting of August, 2006

### Standard Operating Procedure for the Chili Lions Concession Stand

There will be a minimum of 2 people to operate the stand. Only the cashier will handle the money and/or cash register. The cashier may help in the food service but no food service volunteers will handle any money. During regular operations, the cash register will be opened with the “clerk key” only. If a sale needs to be voided, the cashier will contact a Board member who will use the “Manager Key” to void the sale.

The designated person will count the starting cash for the day and perform a starting inventory check. These cash should match the cash from the previous day. If not, a board member must be notified.

All volunteer workers signed up to work in the stand shall receive a drink and food ticket during their shift. The tickets will be placed in the cash drawer and counted as cash. All sales shall be entered on the cash register and recorded on a tape.

At the end of the day the cashier with the help of any board member shall count the proceeds from the day’s sales and attach the cash register tape and tickets, fill out a “Till balance worksheet”. These numbers should match, minus the volunteers tickets attached and any waste. Please notify a board member of any discrepancies. All money, minus the necessary cash to start the next day, will be deposited in the drop box at the bank that night. The cashier and the board member will sign the count of the money left in the cash drawer and deposited.

The inventory shall be checked at the end of business for the next day and replenished if necessary. A board member must be notified of any supply or product shortages.