

2018 PROGRAD Ticket Sales GUIDELINES:

- at least two volunteers present on each day of ticket sales; three worked really well when the price of the tickets went up because we were really busy on Wednesdays.
- As the students would come to the table, we would check their Student ID, make sure they completely filled out their medical release form and that it was signed by the student and a parent. I had the kids fill out the spread sheet with parent contact number. The receipt was then given to the student with their assigned ticket no.
- Medical forms were alphabetized and placed in an expandable file for safekeeping.
- Money was periodically counted and given to the Treasurer for deposit.

PAYMENT CAN BE MADE ONLY BY CHECK OR CASH.