

RLI Money

Handling money for RLI isn't difficult as long as you follow these easy steps. If you have questions, contact the Division Treasurer or the Division Chair

Registration Payments – walk ins or late pays

- Always complete a walk-in form if you take a payment (even if they are already registered online!)
- Check or Money Order
 - Ensure the check is made out to RLI (not your district)
 - If the check is for more than one participant, write the names on the Memo line
 - Attach the check to the walk-in form(s)
- Cash
 - Put the cash in an envelope and write the participants name on the outside
 - Attach the envelope to the walk-in form
- Credit Card if you have internet
 - Register the walk in in the backroom
 - When the payment screen comes up, ask them to enter their credit card information and complete payment
- Credit Card if you DO NOT have internet
 - Complete a Walk-in sheet
 - Record their credit card information on the sheet being careful to ensure that:
 - The address is the billing address for the credit card
 - There is a phone number
 - The CVS number is accurately recorded
 - Ask the student to sign the form and give them a receipt

If the Check in Sheet says they owe money and they say they don't

- Ask the student for a copy of their PayPal receipt & include it in your package to the Division Registrar
- If they did not pay by credit card, the District Director will make the decision whether to allow them to attend a session.

If a student shows up believing their club already paid (but they didn't)

- Ask the student to pay and get reimbursed from their club
- If they can't pay, the District Director will make the decision whether to allow the student to attend the session.

Paying Bills for your event

Invoices and bills for your event will be paid or reimbursed as appropriate by RLI Sunshine Division.

- If you pay the bill
 - Be sure to get a detailed receipt
 - Put the receipt in an envelope with a reimbursement request form
 - Mail it to the Division Treasurer
- If you do not pay the bill, but do have an invoice
 - Be sure it is a clear, detailed invoice
 - Put the invoice in an envelope with a payment request form
 - Mail it to the Division Treasurer

Paying Discussion Leaders or others for travel

- We don't.
- But if they are coming a long way, you could offer them a home stay...