

VOLUNTEER CASH HANDLING GUIDE

TALL SHIPS® ERIE 2025

Welcome aboard! As a volunteer, you play a key role in supporting the success of Tall Ships® Erie 2025. The money raised during this festival helps fund maritime education and expand access to our waterfront — and your efforts directly support that mission.

This guide outlines how we handle cash at the festival to keep things running smoothly and securely. The system is designed to be clear and easy to follow, and you'll have support from our staff every step of the way.

WHY IT MATTERS

The money collected during the festival supports maritime education and improves access to the waterfront for our community. With so many people involved, we use a few important steps to keep everything on track.

TICKET BOOTHS & RETAIL STATIONS

- Each station begins with a pre-counted **startup cash pack** in small bills.
- If a booth runs low on change, a **supervisor will deliver a refresh pack**.
- If a register fills with too much cash, a **withdrawal will be made** and stored in a sealed bag.

All of this is done using **tamper-evident bags**, which help us safely track money without adding extra work for volunteers.

Retail stations will have **radios** to contact supervisors, and each location will also have the **phone number of their area supervisor** posted for backup.

HOW TO HANDLE THE CASH BAGS

There are two types of cash bags:

Bag Type	What It's For
Startup/Refresh Bag	Contains pre-counted money
Withdrawal Bag	Used to store money collected from sales

SIGNING & TAGGING

Each bag is signed to show when it's opened or sealed:

- **Top of the bag** is always signed by the person sealing the cash inside.
- **Bottom of the bag** is always signed by the person opening it to use or count.

Whenever a bag is opened (like a startup pack) or sealed (like a withdrawal), the **tearaway tag with the bag's serial number** must be removed and placed into the **cash box or register drawer**. This tag helps us verify that each bag has been properly accounted for later.

Newsies will hand their tearaway tags to the retail station staff when making a deposit. Bags are already pre-allocated so these do not need to be stored separately from the normal register tags.

When	Who Signs and Where
Bag packed	Two supervisors sign the top
Bag opened for use	Handler + supervisor sign the bottom
Cash sealed into bag	Handler + supervisor sign the top
Final count at HQ	Two supervisors sign the bottom

You won't be doing this alone — a supervisor will walk you through every step if needed.

NEWSIE CASH PROCEDURE

If you're working as a newsie (selling programs or merch on foot), here's your simple step-by-step:

During each selling round:

- Start with **\$20 in singles** to make change.
- Return to the **Retail Station** when you're ready to deposit:
 1. Put your earnings into a **pre-labeled newsie tamper-evident bag**.
 2. **Print your full name on the top left** of the bag.
 3. The retail staff will **co-sign the top right** of the bag.
 4. **Tear off the serial number tag** and give it to the retail staff.
 5. Drop the sealed bag into the **drop safe** through the mail slot.
 6. Pick up a new pack of items and continue your route.

At the end of your shift:

- Deposit **all remaining cash** from your wallet the same way as above.

END-OF-DAY NOTES

- You will **not** be responsible for counting or depositing the final totals — our finance team handles that.
- All sealed bags go into safes and are counted later by supervisors.
- Just remember to **sign, seal, tag, and drop** — we'll take care of the rest.

YOU'RE PART OF THE CREW

This process is designed to be smooth, safe, and easy to follow. If you're ever unsure, ask a **supervisor in a green TSE staff shirt and badge** — they're there to help.

Thanks again for being part of the team that makes Tall Ships® Erie possible!

Let's set sail and make this an amazing experience for our community.