



Handling Income

One of the most important things to do after an event is handling income. Getting income back to HRC Headquarters is time-sensitive and crucial to our membership. We cannot process members in our system until we receive the income, so it is imperative that it comes back to us as soon as possible.

When to Send

Income should be sent no later than **two days** after your event.

How to Send

Income should always be sent as a **money order** or a **cashier's check**, but **never cash**. You can convert your cash into a money order at the following locations:

- 7/11
- CVS
- Post office

Please note that you will be charged a small fee for a money order. Please **do not** use the income from the event to pay the fee. Instead, use your own money and we will reimburse you. To avoid being charged a fee, you can get a cashier's check from a bank where you have an account.

Please send your income with the **UPS Return Label** provided in the **pink envelope** of your merchandise shipment. This allows us to track the income as it is on its way back.

Important Note

The amount of cash you process into a money order or cashier's check should always **match or be greater than** the amount of cash reported on your tablet's talley screen. Please reach out to your manager if there is a shortage with the amount of cash you have at the end of an event.