

# WSBA Volunteer Money Handling Policy and Procedures

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The WSBA prohibits the collection of money by any volunteer on behalf of the WSBA, with the exception of Mini-CLEs and Non-CLE events, as outlined in this policy.

## General Requirements

1. Volunteers may only collect checks made payable to the Washington State Bar Association, and must collect the payee's payment information using the WSBA Event Registration Form and WSBA Event Payment Collection Log. Under no circumstances may volunteers collect cash or credit card information.
2. WSBA is subject to Payment Card Industry (PCI) Standards. PCI Standards require that credit card information and checks be safeguarded and secure at all times to prevent theft or fraud. All representatives of the WSBA are required to comply with PCI Standards.
3. At events where a WSBA staff member is present, collection of payment information and checks should be performed by WSBA staff, if possible. If not feasible for staff to administer these duties, a designated volunteer may perform them. If a volunteer is designated to collect funds, the WSBA must be notified of the designation in writing no later than five (5) business days before the event. The volunteer must return all payment documents (WSBA Event Registration Forms, checks, and WSBA Event Payment Collection Log) to a WSBA staff member at the end of the event for safekeeping and submission to the WSBA Accounting Department for compliance with PCI Standards. At events where no WSBA staff is present, WSBA must be notified of the volunteer designated to collect funds as stated above, and all payment documents (WSBA Event Registration Forms, checks, and WSBA Event Payment Collection Log) must be returned to the WSBA in person or postmarked within two (2) business days of the event.

## WSBA Section Mini-CLEs

Because no WSBA staff is generally present at these events, Section volunteers may collect checks on behalf of the WSBA. The following procedures are required for payment collection at the event:

- ❖ A Section representative must monitor registration and collect attendee information using the WSBA Event Registration Form at all Mini-CLE events. All payments made by check must be stapled to the registration form. Payment handling procedures are intended to be followed in conjunction with WSBA Section Mini-CLE policies and procedures.
- ❖ WSBA will provide a WSBA Event Payment Collection Log form for the event, which must be completed and signed by the Section representative who is responsible for monitoring the registrations and collecting payments. This form, along with the registration forms and any checks collected, are to be returned to the WSBA in person or postmarked within 2 business days of the event.

## WSBA Section Non-CLE Events

WSBA Sections that hold events or meetings not associated with a WSBA CLE event (mini-CLE or regular seminar) may collect checks on behalf of the WSBA. Common examples of such events are receptions, luncheons, and dinners that both Section members and non-members pay a registration fee to attend.

- ❖ If a Section would like to charge a fee and collect funds at an event, it must inform their WSBA Section Staff Liaison no less than four weeks prior to the event.
- ❖ A Section representative must monitor registration and collect attendee payment information using the WSBA Event Registration form at any event. All payments made by check must be stapled to the registration form.
- ❖ WSBA will provide a *WSBA Event Payment Collection Log* form for the event, which must be completed and signed by the Section representative who is responsible for monitoring the registrations and collecting payments. This form, along with the registration forms and any checks collected, are to be returned to the WSBA in person or postmarked within 2 business days of the event.