

Message from John Poss
NBGA Treasurer
INSTRUCTIONS FOR FEE COLLECTION AND
PAY-OUTS

COLLECTIONS:

1. REVIEW THE COLLECTIONS SHEET TO IDENTIFY HOW MUCH YOU OWE.
2. PICK UP AN ENVELOPE AND WRITE YOUR NAME ON IT.
3. WRITE A CHECK PAYBALE TO NBGA FOR THE AMOUNT YOU OWE. YOU ALSO CAN USE CASH IF YOU MUST.
4. INSERT THE CHECK OR CASH IN THE ENVELOP WITH YOUR NAME ON IT.
5. SEAL IT IF YOU PAY IN CASH – IF THE CASH COMES OUT OF THE ENVELOPE I WILL KEEP IT TO BUY BEER FOR CLIFF.
6. PLACE THE ENVELOP INTO THE SLOT ON THE COLLECTION BOX.
7. TRY REALLY HARD NOT TO F**K THIS UP.

PAY-OUTS

1. PAY-ENVELOPES ARE ON THE TABLE (NOT IN THE BOX – STAY OUT OF THE BOX).
2. FIND AN ENVELOPE WITH YOUR NAME ON IT.
3. TAKE IT, IT'S YOURS.
4. DON'T TAKE ENVELOPES THAT DON'T HAVE YOUR NAME. IF YOU DO, YOU WILL ROAST IN HELL.

IF YOU HAVE QUESTIONS, YOU ARE A MORON.