**Coach and Swim Rep gift collection instructions**

Have someone (rep probably) send an email to the entire team that you will be collecting money for coaches from X to X dates. Also include that you will be at X practices and X swim meets collecting money in person. Include Venmo and PayPal options as well.

Place 2 manila envelopes beside office door labeled for “Coach gifts” and “Team Rep gifts”. You and/or someone else check it more than once a day. The new management company may want to have some say in how this works. Make sure to include who to make checks out to. I also wrote my Venmo name on the envelope and that I had Paypal (cell and email connected with those two).

FYI-Last year I collected $520 for Reps and $2110 for Coaches. Work with Reps to split that money; it changes each year based on salary, number hours worked, etc.

Come up with a creative way to present it to them and have ready for the banquet.