

# KARATE YOUNG CHAMPIONS

## PARENT HELPER INSTRUCTIONS -- PLEASE READ THOROUGHLY!

Dear Parent Helpers:

Thank you for becoming a Parent Helper. Your support plays a vital role in helping our program run smoothly and in keeping our class fees low. You will receive a discount for each class you assist. The class fee for your first child in each class will be \$3.00 (your other children will pay \$7.00). Please read the Welcome Flyer to familiarize yourself with our program.

### **PLEASE ARRIVE AT LEAST 15 MINUTES BEFORE CLASS BEGINS EACH WEEK!**

#### **Weeks #1 - #4 -- Procedures for Registering Students**

As parents come to the registration table, please ask if they would like to **pay in full for a discount, or pay weekly**. Furthermore, as a Parent pays class and registration fees, ask the Parent if he/she would like to purchase

- For Self-Defense: **A Karate Uniform (Gi) and/or Workbook**

1. Each Registration Slip (RS) **MUST** have a parent or guardian's signature. If a student comes without a parent, keep the RS he/she filled out and give him/her another one to take home for a parent or guardian to sign and bring the following week. *They cannot attend class the following week without a SIGNED RS.*
2. On the RS under "YOUNG CHAMPIONS USE ONLY", enter class fees and registration fees collected. Refer to the "Class Fee Worksheet", which shows amounts for payment in full and weekly. The amount of payment in full remains the same whether registering week #1 or weeks #2, #3 or #4. Students will be allowed to make up any missed lessons.
3. After entering the class fee, ask each parent if he/she wants to purchase the items mentioned above. If yes, enter the cost of the item(s), enter the total and collect the amount from the parent. Place both copies of the RS in the large envelope. Place the cash or check in the smaller envelope underneath the larger one. Direct them to the equipment Table.

#### **Week #2 to End of Session - Procedures for Checking Students in**

1. *For students paying weekly*, the Parent Helper collects and records the amount of money received (weekly class fee) on the **roster**. Meanwhile, please ask the students or their parents to print their names on the sign-in sheet titled "Paying Weekly" and enter \$7.00 next to their names.
2. *For prepaid students*, the Parent Helper places a "√" in the corresponding box by their names on the **roster**. Meanwhile, please ask the students or their parents to print their names on the sign-in sheet titled "Prepaid Students".
3. *Please conduct a headcount midway thru the class and record the student count on the outside of the manila paperwork envelope where indicated and initial.*

#### **Procedures for Equipment Sales**

1. All items and/or equipment sold and issued must be paid for AT THE TIME OF SALE.
2. An Equipment Voucher must be filled out for all sales before you issue any item. Use vouchers for raffle sales as well.
3. An Equipment Voucher must be filled out and money collected for all purchased equipment.
4. If an item is available, please issue and place a "√" in the column "Equipment received", "Yes" on the Equipment Voucher. If the item is not available, place a "√" in the "NO" column. (The purchaser brings the pink copy of the Equipment Voucher the following week to receive owed items).
5. Collect the money for issued & owed items, and place in the smaller envelope.
6. When issuing items, peel off Bar Code Label and attach to back of the white copy of the voucher.
7. Give the Bottom (Pink) copy to the purchaser and place the top two (white and yellow) copies in the envelope.

#### **Procedures for Raffle Tickets - Week #2 and throughout Session**

Beginning week #2, you may be receiving raffle tickets from students/parents:

1. Fill out an Equipment Voucher as needed and follow instructions above as you would for any equipment sale. Please remember to attach the bar code to the back of the white copy.

**PLEASE REMEMBER TO KEEP THE WHITE AND YELLOW COPIES OF EQUIPMENT VOUCHERS**

**ANY QUESTIONS, PLEASE CALL YOUNG CHAMPIONS MAIN OFFICE**

**714.259.1400 ● M-F ● 9:00 AM – 5:00 PM ● email: [info@youngchampionsusa.com](mailto:info@youngchampionsusa.com)**