**Mr. Carter’s Banking Procedures & Expectations**

 We will be closed the first and third Wednesday of every month.

* If you are scheduled to work 1st lunch, get there asap to count your drawer and open by 11:25am.
* There may be someone that needs to take out money for lunch
* There MUST be TWO people in the bank at ALL times

 Fill out all paperwork, every time, no exceptions (including but not limited to, teller summaries, withdrawal slips, receipts, etc.)

 **President or Vice President must review and sign off on end of day teller settlement papers (If money is missing, you approved it or was not paying attention so you are just as much at fault.)**

 If your drawer does not match or equal the amount that it should be, I need to know IMMEDIATELY if the money is not found by end of class. A written explanation will need to be provided for why error occurred. **(THIS HAS NEVER HAPPENED. NOR SHOULD IT EVER)**

 Only students that are CUSTOMERS of the bank, meaning they have an open account, that are depositing or withdrawing are allowed in the bank. These students should not stay longer than 5 minutes. They are not to hang out all lunch and chat.

 NEVER leave the bank or lunch area unless it is to the restrooms directly across the hall from the cafeteria. This includes the couple minutes before 5th period ends.

* If you need to make copies or leaving to go to the bank, make sure to bring your pass. (You do not need a buddy to come with you to make copies, you’re a big boy/girl)

** If you are caught roaming the halls or in any way not doing what you are supposed to do, you will be removed from the class and be given an F for the time that you were enrolled.**

 If you need to leave the cougar shop or lunchroom for anything other than end of the day bank trips, message me on Remind App to ask first. Administration knows where you are supposed to be and you will be questioned if not in that area.

 CLEAN UP AFTER YOURSELF. If you make a mess clean it up. Wipe down counters at the end of closing EVERYDAY.

 **It should not take longer than 15 minutes to sign out, drive to bank, return and sign back in. Do NOT close the bank before 12:45pm.** That gives 4th lunch 10 minutes to access their accounts.

 If drawer is less than $1 over or short, bank trip is NOT necessary. On these days, we need to stay open until 12:55pm.

 If you have any questions at all, message me on Remind App first. If you have any hesitation of doing something, message me and get permission before doing it.

 You will be graded on the amount of accounts that you are able to open, the quality of advertising done throughout the year, and overall complying to all class rules. Pretend that this is your actual job and your boss is always watching ☺

 Make sure all drawers and doors are locked, lights are turned off, and counters are clean when closing.

* Noise and music should not be able to heard outside of the bank. Music should be background noise that would not disturb a conversation with our customers, which means external/portable speakers are prohibited.
* If needed New Rules will be added, changed, or removed at any point during the semester!