

HOW TO DROP SAFE

Straight after you have finished your collecting, we advise you to drop-safe the money. You can drop safe the money anytime during Union opening hours (this includes opening hours of the bars or clubs)

Drop-safeing means that the money will be stored securely in the Students' Union safe and will be insured.

We strongly advise that you do not take the money home with you as this may put you at risk and the money is not insured if lost or stolen.

You should always try and have two people carrying and paying in the money for safety reasons.

1. Tip all your money into the drop-safe bag
No need to count it! RAG will count the money and let you know your total
2. Make sure your name is written in the box on your paying in slip and the name of your society or club if applicable
3. Make sure that the paying-in slip is put into the bag with the money – this is so we can trace the money back to you and make sure it gets paid into the right pot!
4. Zip up the bag and secure by inserting the small security tag (make sure the number on the tag is facing upwards so you can see it)
5. Ask for Security at the Students' Union Welcome Desk or you can ask a member of Security on duty in one of the Union bars or on the main door – tell them you need to drop-safe some money
6. Follow security to the Finance drop safe
7. Once the drop-safe door is opened for you, fill in the little sheet in the yellow folder with:
 - a. Drop safe bag reference **MSC???**
 - b. Security tag number **ENVOPAK ???????**
 - c. Your name
 - d. Department is **RAG**
8. **PLEASE** put all buckets and any leftover merchandise back into the RAG office – ask Security to let you in and ask them to lock the door securely behind you

Love from SheffieldRAG