FUNDRAISER CHECK LIST

☐ Type of fundraiser approved by school board policy

☐ School and District policies and procedures reviewed

☐ Approval by students, advisor and Principal

☐ Meeting minutes showing student approval filed in the activities office

☐ Selection of the vendor

☐ Time line established, scheduled on master school calendar

☐ Group meeting to cover the details of the sale

☐ Request for Fundraising Activity form filled out and filed in the activities office

☐ Vendor contract signed

☐ Purchase Order issued

☐ Parent and student responsibility acknowledged and parent permission secured

☐ Incentives determined

☐ Sale kick-off event

☐ Initial inventory received, counted, and secured

☐ Packing Slip and/or Invoice approved by students and advisors and given to ASB Bookkeeper

☐ Merchandise secured during delivery period

☐ Individual student record sheets used

☐ Record sheets verified

☐ Money deposited daily to ASB bookkeeper

☐ Final inventory: secure and return unsold merchandise

☐ Final reconciliation of funds raised

☐ Final bill approved by students and advisor and then paid

☐ Fundraiser evaluated by students and advisor