

ERLANGER-ELSMERE SCHOOLS

Required Steps for Fund-Raiser Requests

- **All School Fund-Raising requests and approvals shall be completed by the sponsor conducting the fundraiser on form F-SA-2A located on the district website.**
- **Submit a hard copy of for F-SA-2A to your school principal for approval.**
- **The principal shall submit the signed hard copy to the superintendent for superintendent and Board approval.**
- **Within one week of completion of the fund-raiser, the Fund Raiser Worksheet (Form F-SA-2B) SHALL be completed by the sponsor and submitted to the school treasurer.**

REQUIRED MONITORING FUND-RAISING

POLICY:

1. Fund-raising activities shall be monitored using Fund Raiser Worksheet (Form F-SA-2B). For Concessions, Bookstore and Pencil Machine receipts use Form F-SA-17.
2. Reasonable profits on concession and vending machines sales and bookstore sales and any other stocked items held for resale shall be verified using Inventory Control Worksheet (Form F-SA-5). (Full service vending is encouraged when sufficient staff is not available to handle inventory; in which case, the vendor shall provide reconciliation of the service.)
3. KRS 367.515 requires magazine sales be approved in writing by the superintendent. Such approval shall identify the product or products being sold, solicitors involved, and duration of sales. The approval letter must be filed with the county clerk.
4. Upon completion of the fund-raising activity or at the end of the year, complete the Fund Raiser Worksheet (Form F-SA-2B) and Multiple Receipt Form (Form F-SA-6) and turn in to the School Treasurer.