

ASB EVENT/FUNDRAISER CHECKLIST

- Club Constitution** submitted to ASB along w/list of student members for ASB approval.
- Advisor responsibilities are clearly understood. **Handbook available for reference in the ASB office.**
- MCRF** (Master Calendar Request Form) turned in to ASB for approval of event or fundraiser. Confirmation received from ASB.
- Facilities Use Permit** submitted for facility on campus use. **Confirmation** received.
- Revenue Potential Form** submitted to ASB for fundraiser.
- Requisition** for purchases **submitted, approved and confirmation received** in advisors mailbox.
- Cash Transmittal** completed and funds turned in to ASB. Monies counted, organized and coin rolled/wrapped. **Funds must be turned in to ASB immediately** following the event or fundraiser.
- Invoice and/or receipts** turned in to ASB for payment of items purchased. Invoices and/or receipts may be submitted only for those items **previously approved by ASB.**

Expenses incurred during a fundraiser/event must be reimbursed by ASB directly, money must never be taken out of the cash receipts in order to reimburse for expenses.

Please note:

No item may be sold on a school campus that is in conflict with school district or nutritional services sales, such as water, juice, milk, or food items like those sold in the school cafeteria or vending machines.

Questions in regard to fundraisers, events or the handling of money should be directed to the ASB/Activities Office at (714) 424-8706 or (714) 424-8753.

Booster organizations wishing to engage in fundraising activities please note: Ed Code 51520 states that “During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute funds of, to become members of, or to work for, any organization not directly under the control of the school authorities”.