N.K.S.D. FUNDRAISING ACTIVITY FORM

☐**ASB** ☐**ASB Charitable** ☐ **General Fund**

A. Request for Pre-Approval of Fundraiser *(at least TWO weeks prior to fundraiser)*

School: _____ Group Name: _____ Account #: _____

Proposed Fundraising Activity: _____

Attach a detailed plan of the fundraiser, including flyers & other handouts.

Intended Use of Proceeds: _____

If proceeds are to be used for a fieldtrip, attach your approved fieldtrip form.

Estimated Revenues:$ _____ Estimated Expenses: $ _____

Estimated Revenues-Estimated Expenses=Estimated Profit: _____

Will the fundraiser be held for the benefit of an organization outside the district? Yes ☐ No ☑

If ***yes***, please attach a copy of the name, address and phone number of the organization.

Dates of the Fundraiser: Start: _____ End: _____

Team/Club Leader (student): _____ ASB Bookkeeper (Staff): _____

(Signature & Date) ***(Signature & Date)***

Coach/Club Advisor (staff): _____ Principal's ***Pre-Approval***: _____

(Signature & Date) ***(Signature & Date)***

Student Leadership (student): _____ Activity Coordinator: _____

(Signature & Date) ***(Signature & Date)***

B. Steps Following Approval: *Request must be approved BEFORE event can take place.*

1. Send Copy of "Pre-Approval of Fundraiser" to District Accountant via district mail or fax
2. Order all needed materials or supplies with a requisition through the Office Mgr/ASB Secretary. If applicable, **reference a resale certificate on the purchase order and mail a copy of the certificate with the purchase order to the vendor.**
3. If needed, complete a Contract with vendor after obtaining requisition approval.
4. Request a cash-box from the office manager *(if needed).*
5. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
6. Obtain appropriate record keeping forms from Office Mgr./ASB secretary *(all forms must accompany money).*
7. Turn all money **INTACT** into Office Mgr./ASB secretary for deposit. **Do not take expenses from money collected**.

C. Accounting Summary of Fundraiser

1.	Anticipated Revenue *(amount you should have collected based on actual sales)*:		$
2.	Total Actual Revenue Received		$
3.	Total Cost of Goods Sold *(your cost for items sold)*	$	
4.	Other Expenses *(decorations, supplies, etc.)*	$	
5.	Total Expenditures		$ ***(line 3 plus line 4)***
6.	Net Profit *(loss)*		$ ***(line 2 less line 5)***

RECAP SUMMARY: Explain the school's plan for the disposition of unsold items, items lost or why you made more or less than anticipated. What ideas do you have for next time?

D. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate:

Team/Club Leader (student): _____ ASB Secretary (staff): _____

(Signature & Date) ***(Signature & Date)***

Coach/Club Advisor (staff): _____ Principal: _____

(Signature & Date) ***(Signature & Date)***

ASB Coordinator: _____ Student Leadership (Student): _____

(Signature & Date) ***(Signature & Date)***

Once Completed: Copies to the following:

Original Office Mgr/ASB secretary Copy: ASB Group/Activity Copy: District ASB Accountant