NKHS FUNDRAISING CHECK-LIST

_____ Is this type of fundraiser approved by School Board Policy

_____ Before holding a fundraiser, each club/class or athletic activity must fill out **Form B, Fundraiser/Activity Proposal & Final Reconciliation Form** (the price of items need to be an even dollar amount). Donated items need a donation form filled out by the person donating the items. **Form H, NKSD Donation Agreement.**

_____ Submit the completed **Form B, Fundraiser/Activity Proposal** to the ASB for approval (noted in the minutes) **before** any purchase requisitions can be signed by the student treasurer.

_____ After approval, complete and submit a NKHS ASB Requisition for Purchase to Chris Franklin and he will turn it in the ASB to be approved by Student Council. Do not order merchandise before a purchase order number has been issued to you.

_____ A club advisor needs to be present at the club booth during the entire time the club is selling items.

_____ Have all students/parents complete **Form G**, **Parental Permission for Fundraising** if they will be handling money or have inventory checked out to them. Keep forms on file and submit to ASB Bookkeeper upon completion of fundraiser.

_____ Always maintain adequate records when collecting money.

_____ Keep track of inventory sold by using a Master Receipt Log for items under $15.00 or a Receipt Book if items are $15.00 or more. Specify the number of inventory on the Master Receipt Log at the beginning of the event.

_____ The club advisor is required to have students sign for the inventory that has been checked out to them. Record all student product/merchandise transactions on **Form H**, **Fundraiser Check Out Sheets**. This will avoid any questions about whether or not a student is responsible for merchandise after the sale ends.

FUNDRAISING CHECK-LIST (Continued)

_____ Assign a single student to maintain all revenue records for your sale. Assign another student to maintain the sales records of each salesperson (who has what; what has been sold; what has been returned).

_____ Students must either sell items and turn in money collected ***or*** return undamaged items *at completion of the sale.* Otherwise, the student will be obligated to pay the amount of lost or stolen product.

_____ Whenever possible, return unsold merchandise to the company for credit.

_____ Fill out a Deposit Record form and make daily deposits via the ASB Bookkeeper.

_____ Fill out and finish **Form B, Fundraiser/Activity Final Reconciliation** and submit it to the ASB Bookkeeper.

_____ Turn in invoices and packing slips to the ASB Bookkeeper so that payment may be made in a timely manner.

_____ A food handler's permit is required for clubs selling unpackaged food items. A permit from the Health Dept. may also be required.

Make copies for your records!