

Fundraising/ Activity Approval Process

1. Complete the fundraising/activity request. The link for the request can be found on the Student Activities page.

<https://forms.gle/w5qbrruUZ3N9KNzC6>

2. Please allow two weeks for ASB and Admin to review.
3. Activity requests will receive email notification when approved. Include all attachments, be sure they are accessible and detailed.
4. Fundraiser requests will receive notification and then you will need to complete the Event Profit/Revenue Projection Form which will be placed in your box.
5. **Do not make any purchases or final plans until you have received Final approval.**
 - a. While most are approved, there can be conflicts with other groups and you may need to change your date or provide more detail.

Event Profit/ Revenue Projection Form

1. You will receive this form in your box once preliminary approval has been given.
2. Advisor or student officer will need to complete the **estimated sales** and **estimated costs** portion of the form.
3. Advisor and your president will need to **sign** (ASB will sign for classes/sports).
4. Advisor returns the form to ASB for final approval.
5. Advisor will receive the form back stamped **ASB approved**. You will need this form to complete your event.

Fundraising Event Profit/Revenue Projection CLEAR

Club Name: _____ Club #: _____ PRINT

Visualia
UNIFIED SCHOOL DISTRICT

School Site: _____ Fiscal Year: _____

Name of Event: _____

Date of Event: _____ Date Form Completed: _____

Part I: Revenue				Actual Sales				Difference	
Revenues	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars	
Number of tickets sold		\$				\$			
Number of items sold		\$				\$			
Other Revenues		\$				\$			
T-SHIRT SALES (describe)		\$				\$			
(describe)		\$				\$			
Total All Revenues								\$	

Part II: Expenses				Actual Cost				Difference	
Expenses	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars	
Other Expenses		\$				\$			
Supplies		\$				\$			
Advertising		\$				\$			
Concessions		\$				\$			
T-SHIRT ORDER (describe)		\$				\$			
(describe)		\$				\$			
Total Expenses								\$	

Part III: Net Profit for this Activity: _____ \$

Submitted and Approved by: _____
 Student Club Representative: **President signs** _____
 Club Advisor: **Advisor signs** _____
 Principal/School Administrator: _____
 Recorded in ASB Student Council Minutes on: _____ (Date)

ASB APPROVED

Fundraising Event Profit/Revenue Projection

Club Name: ASB R Club #: 2550

School Site: EDHS Fiscal Year: 2022-2023

Name of Event: ASB Pizza Sales - profits to be shared by participating ch

Date of Event: 8/22 - 6/1/23 Date Form Completed: 8/10/22

Part I: Revenue				Actual Sales				Difference	
Revenues	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars	
Number of tickets sold		\$				\$			
Number of items sold	<u>30,000</u>	<u>2</u>	<u>60,000</u>			\$			
Other Revenues		\$				\$			
T-SHIRT SALES		\$				\$			
(describe)		\$				\$			

Fundraising Procedures

1. Once you have been approved; submit any requisitions you will need for the costs of your fundraiser as soon as possible.
2. Please allow 2 weeks to process requisition.
3. All requisitions must include supporting documentation.
 - a. Quote or on-line cart
 - b. Memo of explanation
 - c. Club minutes are required.
4. You will receive notification from the Finance office when your PO is ready. Do not make any purchases without this approval. District policy states that purchases made without prior approval will not be paid.
5. Invoices or receipts for reimbursement must be turned in ASAP or the next business day.
6. Vendors may be required to provide a W-9, the finance office will notify you if one is needed from your vendor.

ASB APPROVED

Visalia A...
UNITED SCHOOL DISTRICT B...
CLUB NAME: ASB P CLUB #: 2550
SCHOOL SITE: EDHS FISCAL YEAR: 2022-2023
NAME OF EVENT: ASB Pizza Sales - profits to be shared by participants etc
DATE OF EVENT: 8/22 - 8/123 DATE FORM COMPLETED: 8/10/22

Part I: Revenue

Revenue	Estimated Sales			Actual Sales			Difference		
	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars	
Number of items sold									
Other Revenue	20,000	2	40,000						
CASHIER SALES (Describe)									
(Describe)									
(Describe)									
Total All Revenue									

Shortages

Shortage		Dollars
Lost (with documentation)		\$ -
Short (with documentation)		\$ -
Damaged Returned		\$ -
Remaining Unsold		\$ -
Total All Issues		\$ -
Total Revenue (Revenue - Shortages)		\$ -

Part II: Expenses

Expenses	Estimated Cost			Actual Cost			Difference		
	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars	
Other Expenses	20000	1.68	33600						
Supplier									
Advertising									
Charitable Overline									
CASHIER ORDER (Describe)									
(Describe)									
(Describe)									
Total Expenses									

Part III: Net Profit for this Activity:

	Dollars
Total Revenue (Revenue - Shortages)	\$ -
Total Expenses	\$ -
Net Profit	\$ -

Submitted and Approved by:

Visalia A...
UNITED SCHOOL DISTRICT B...
Requisition (High School Use Only)

VENDOR: Tony's Pizza DATE: 8/15/22
ADDRESS: _____ CLUB NAME: _____
_____ CLUB A/C #: _____

ESTIMATED COST			
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
12	pepperoni pizzas	10.00	\$ 120.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 120.00
			\$ 0.00
			\$ 0.00
			\$ 120.00

Requested by: (PLEASE PRINT)
Ruby McBride Tawanda Charamuka
(Club Advisor) (Club Officer)

Approval: _____ (ASB Student Officer) _____ (Printed Name & Title) _____ (Date)
_____ (Site Administration) _____ (Printed Name & Title) _____ (Date)

Office Use Only

Purchase Order: _____ Issued By: _____

Money Collection and Deposits

1. Request cash boxes at least 3 days in advance. The use of a cash box as petty cash is not allowed.
2. All sales must have a record, ask for a ticket count or tally sheet.
3. When collecting money, you must deposit with the finance clerk each day. Each deposit must be in a sealed bag with a completed deposit slip, copy of fundraiser form, and sales record (tally or ticket count sheet)
4. DO NOT keep money in your classroom overnight.

Visalia Tally Sheet

School Site: _____ Club Number: _____

Fundraiser: _____ Date of Fundraiser: _____

(A) Item Sold	(B) Tally Marks	(C) Total Tally Marks	(D) Sales Price	(E) Extended Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			(F) Grand Total:	\$
			(G) Cash Receipts:	\$
			(H) Difference:	\$

Submitted and Approved by: _____ Date: _____

Student Club Rep: _____ Signature: _____ Date: _____

Club Advisor: _____ Signature: _____ Date: _____

INSTRUCTIONS: (A) Description of each item being sold (B) Tally marks made, one mark for each item sold (C) Number of tally marks for that item (D) Individual item sales price (E) Total of G, multiplied by D (F) Grand total—sum of all extended values in E (G) Cash receipts—cash count of total cash from sales, less any startup cash (H) Difference - If E does not equal G, this is the difference between the two. Do not force the balance on this sheet. If there is an out of balance, it should be researched and resolved.

Cash Count Form

Name of School: _____

Name of Club & Club Number: _____

Fiscal/School Year & Event: _____

Name of Person Completing Form: _____

Date Completed: _____

***MUST USE TRIPLICATE FORM**

(A) Denominations	(B) Number of Bills or Coins	(A times B) Total Amount Collected
\$ 0.01		
\$ 0.05		
\$ 0.10		
\$ 0.25		
\$ 0.50		
\$ 1.00		
\$ 2.00		
\$ 5.00		
\$ 10.00		
\$ 20.00		
\$ 50.00		
\$ 100.00		
Total Cash		\$
#	of Checks	\$
Total Cash & Checks		\$
Add Start Total		\$
Less Change Fund Amt		\$
Grand Total		\$

Club Advisor Signature and Date: _____

Verified by ASB Bookkeeper - Signature and Date: _____

Supporting documentation: (MUST be included when this form is turned in)

Cash register: Report of ticket sales from Unreconciled tickets returned

Pre-numbered receipt books: Cash register tape Copy of each receipt issued

Tally Sheet: Receipt Numbers (item & bill noted) All receipt books returned All receipt books accounted for Completed tally sheets (High School Use Only)**

ASB APPROVED

Fundraising Event Profit/Revenue Projection

Club Name: ASB P Club #: 2550

School Site: EDHS Fiscal Year: 2022-2023

Name of Event: ASB Pizza Sales - profits to be shared by participating cl

Date of Event: 8/22 - 6/1/23 Date Form Completed: 8/10/22

Part I: Revenue	Estimated Sales			Actual Sales			Difference	
	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars
Revenues								
Number of tickets sold			\$ -			\$ -	-	\$ -
Number of items sold	<u>30,000</u>	<u>2</u>	<u>\$60,000</u>			\$ -	-	\$ -
Other Revenues			\$ -			\$ -	-	\$ -
T-SHIRT SALES			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -

After the Fundraiser - Completing the Event Profit/Revenue Projection Form

- Using your sales records complete the **actual sales** portion of the form.
- Using your paid invoices complete the **actual cost** of the portion of the form.
- Calculate the **profit/loss** of the event.
- Return the form **signed** by the student/person who completed the actual sales/costs and profit/loss section of the forms.
- Return to the Finance office.
- You will receive your original after administration has verified and it has been entered into the ASB minutes.

Fundraising Event Profit/Revenue Projection

Visalia Associated Student District

School Site: ABC SCHOOL Fiscal Year: 2018/19
 Name of Event: T-SHIRT FUNDRAISER
 Date of Event: 8/15/2018 THRU 6/2/2019 Date Form Completed: 8/15/2018

Part I: Revenue	Estimated Sales			Actual Sales			Difference	
	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars
Revenue			\$ -			\$ -	-	\$ -
Number of tickets sold			\$ -			\$ -	-	\$ -
Number of items sold			\$ -			\$ -	-	\$ -
Other Revenues			\$ -			\$ -	-	\$ -
T-SHIRT SALES	300.00	10.00	\$3,000.00	250.00	10.00	\$2,500.00	(50.00)	\$ (500.00)
(describe)			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
Total All Revenue								\$ 2,500.00

Shortages	Number	Unit Price	Total	Units	Dollars
Lost (attach documentation)			\$ -		\$ -
Stolen (attach documentation)			\$ -		\$ -
Damaged/Returned		5.00	5.50	27.50	\$ 27.50
Remaining Unsold			\$ -		\$ -
Total all losses (Revenue - Shortages)					\$ 27.50
Total Revenue (Revenue - Shortages)					\$ 2,472.50

Part II: Expenses	Estimated Cost			Actual Cost			Difference	
	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars
Expenses			\$ -			\$ -	-	\$ -
Other Expenses			\$ -			\$ -	-	\$ -
Supplies			\$ -			\$ -	-	\$ -
Advertising			\$ -			\$ -	-	\$ -
Custodial Overtime			\$ -			\$ -	-	\$ -
T-SHIRT ORDER	300.00	5.00	\$1,500.00	300.00	5.50	\$1,650.00	-	\$ 150.00
(describe)			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
Total Expenses								\$ 1,650.00

Part III: Net Profit for this Activity: \$ 822.50

Submitted and Approved by: Student Representative, Treasurer, 8/15/2018
Signature, Title, and Date

Student Club Representative: Student Representative, President, 8/15/2018
Signature, Title, and Date

Club Advisor: Club Advisor, Teacher, 8/15/2018
Signature, Title, and Date

Principal/School Administrator: School Administrator, Principal, 8/15/2018
Signature, Title, and Date

Recorded in ASB Student Council Minutes on: 6/8/2019
(Date)

On-Line Directions



El Diamante High School

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Bell Schedules

ENROLLMENT



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Fundraiser/Activity Process & Request Form

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[CLUB/GROUP FUNDRAISER OR ACTIVITY APPROVAL PROCESS](#)



English

