

School Carnivals

Site sponsored event, buy all supplies out of ASB or Boosters/PTO / Pay all invoices out of ASB or Boosters/PTO / Deposit all profits made into the same account used to run the event ASB or Booster/PTO.

- Suggestions –
  - Purchase rolls of tickets to sell to attendees (Double Roll – Ticket/ Keep this ticket) **Note down beginning and ending ticket numbers of each roll for deposit**
  - Obtain quotes (if applicable), complete check request forms and submit to DO for payment preparation
  - If you need to shop for supplies complete a check request form – made out to Credit Card – So you can check out a credit card from the DO to purchase supplies needed.
  - Save all detailed receipts
  - Create Envelopes for each booth to collect tickets (write on the envelope (What/Cost – i.e. Pizza – 2 tickets)
- After Event
  - 2 people count money together
  - Fill out deposit paperwork (ASB – Verification Form)
    - 2 signatures
  - Collect all envelopes – count each if you would like to see what you would want to do again next year.
  - Submit to the District Office for deposit – within 2 business days
  - Complete any check requests needed to pay bills incurred for the event