



Panama-Buena Vista Union School District

FUNDRAISER REQUEST FORM

School: _____

Hosted By (circle one): PARENT CLUB or ASSOCIATED STUDENT BODY

Date(s) of Event: _____ Time: _____

Company/Vendor: _____

Cost of Fundraiser: \$ _____ Anticipated Profit from Fundraiser: \$ _____

Description and Purpose of Fundraiser:

FUNDRAISING POLICIES

Participation of students in fundraising - Funds are provided by the District to carry out its basic instructional program. This Fundraiser Request is provided for activities that are supplemental to the basic program and are, therefore, not funded by the District. Direct solicitations or fundraising events are typically used to generate the funding necessary to conduct such optional activities. Although students may be asked to contribute or raise a share of the funds, they cannot be required to contribute or raise funds for supplemental activities that are conducted during their instructional day. Further, they cannot be precluded from participating in such activities even though they have not contributed or raised their share of the funds. Minimum collection amounts may be established which, if not achieved would prevent the activity from being conducted. If the activity is conducted, fundraisers need to have sufficient funds available from other sources to assure all the students can participate.

Adherence to appropriate internal control procedures - Fundraising activities typically involve the handling of cash and inventories. Such assets are attractive targets for theft and must, therefore, be carefully controlled. While it may not be possible to follow all of these procedures, a greater effort should be placed on control as the amount of cash or inventory increases. Adherence to these procedures reduces the risk of loss and protects all participants from suspicion and criticism in the unlikely event of a loss.

- Cash custody is the riskiest fiduciary responsibility. To reduce this risk two or more persons should be present ("shared custody") until the cash can be counted and safely stored. Although it is sometimes difficult to arrange for shared custody, cash custodians should strengthen their efforts to make such arrangements as the amount of cash increases.
- Checks should be endorsed "For Deposit Only" immediately after receipt and processed for payment as soon as possible to reduce the likelihood of them not being honored.
- Ideally, cash (checks, currency, or coins) should be stored in the school safe and should never be stored in a classroom. If the total of cash on hand is greater than \$250 it is required to be locked in the safe.
- Records of contributors and amounts of contributions should be maintained in the event the activity is canceled and the funds must be returned.
- Inventories of items for sale should be properly stored to reduce the opportunity for damage or theft.
- Unsold inventory should be counted periodically to confirm that it reconciles to purchase and sale quantities. (Purchase quantity - quantity sold = unsold inventory).

The undersigned fundraiser acknowledges reading and understanding the fundraising policies.

Parent Club President Signature

Site Administrator Signature

ASB Advisor & Student President Signature

District Office Use Only

Board Approval Date: _____