

Tami Olson
Principal

Ryan Waters
Assistant Principal



Alex Jimenez
Assistant Principal

Milee Vang
Assistant Principal

Below is a PDF version of the Activity/Fundraiser request packet. Please complete the required forms, print, sign and turn in to Alex Jimenez

Activity / Fundraiser Approval Process:

- Submit completed Activity/Fundraiser packet to **Alex Jimenez in the Main Office** (responsibility of teacher/advisor)
- The packet will then be presented to ADMIN for approval.
- Notification to teacher/advisor of board approval/denial or request for info*
- Please do not move forward until recieved signed approval

Must be turned in for approval - MINIMUM OF 1 MONTH BEFORE EVENT

Complete and submit Request for Fundraiser to Admin pages 2-5 and attach event flyer.

Page 2 - Request for event

Page 3 - Estimate on profit column only

Page 4 - Adult waiver (need 1 per person before event) must be on hand during event

Page 5 - List of items being sold and price if more than 1 item (Column A & D only)

Must be turned no more than 1 week after event

Page 3 - Complete Estimate, Actual, Difference and signatures

Page 5 - Complete whole page and signatures

Page 6-10 - As needed

BLUE OR BLACK INK ONLY

Revised 1/18/2024

Request for Activity / Fundraiser Approval

School Site: _____

Fiscal Year: _____ Date this form is completed: _____

Proposed event: _____

Description of fundraiser: _____

Requesting Club/Organization(s): _____

Proposed Date(s) of Event: _____

Contact Person: _____

President / Advisor: _____

Location of Proposed Activity: _____

Status of Event (check one): New Event Held Previously (Years): _____

Event Profit form completed? Yes No Event Flyer attached Yes No

Additional set up needed (tables, chairs, 2 parking spaces, etc) - What / When

Club / Organization Representative: _____

(Signature, Title, and Date)

Approval

Principal/School Administrator or Designee Recommendation: ☐ Yes ☐ No

Principal/School Administrator: _____

(Signature, Title, and Date)



Revenue Potential (Fundraising Profit/Loss Statement)

School: _____

Club /Organization Name: _____

Name of Event: _____

Date(s) of Event: _____ Date Form Completed: _____

REVENUE	ESTIMATE	ACTUAL	DIFFERENCE
REVENUE FROM SALES			
Item Sales = Quantity(s) x Sale Price(s)	\$	\$	\$
Ticket Sales = Quantity(s) x Ticket Price(s)	\$	\$	\$
OTHER REVENUE			
Donations, Sales of ads, etc.	\$	\$	\$
TOTAL REVENUE (A)	\$	\$	\$

EXPENSES	ESTIMATE	ACTUAL	DIFFERENCE
Product quantity x Cost (per invoice)	\$	\$	\$
OTHER EXPENSES			
Vendor/Services	\$	\$	\$
Advertising	\$	\$	\$
Other (Short Description):	\$	\$	\$
TOTAL EXPENSES (B)	\$	\$	\$

TOTAL PROFIT/LOSS	ESTIMATE	ACTUAL	DIFFERENCE
TOTAL (A-B)	\$	\$	\$

SHORTAGES:	
Items Lost/Stolen/Damaged/Returned	\$
Remaining Unsold Items	\$
TOTAL OF SHORTAGES (ATTACH EXPLANATION)	\$



Submitted and Approved by: _____

Signature, (PRINTED NAME) and Date

Club /Organization Advisor _____

Signature, (PRINTED NAME) and Date

Principal/School Administrator: _____

Signature, (PRINTED NAME) and Date



**VOLUNTARY VAS ACTIVITY/FIELD TRIP WAIVER NOTICE
AND MEDICAL AUTHORIZATION - ADULT**

School Site: _____

Activity: _____

Destination: _____

Transportation Provided by: _____

Departure Date: _____ Time: _____ AM/PM

Return Date: _____ Time: _____ AM/PM

As stated in California Education Code Section 35330, I understand that I hold the Visalia Unified School District, its officers, employees and agents harmless from any and all liability and claims arising out of or in connection with my participation in this activity.

I REALIZE THAT UNANTICIPATED AND UNEXPECTED DANGER MAY ARISE WHILE THE EVENT IS IN PROGRESS AND DURING OTHER ACTIVITIES ASSOCIATED WITH THIS EVENT. I VOLUNTARILY AGREE TO ACCEPT ANY AND ALL RISK OF INJURY, DEATH OR DAMAGES OF ANY NATURE RESULTING DIRECTLY OR INDIRECTLY FROM PARTICIPATION IN THIS EVENT.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant.

Print Name: _____ Date: _____

Signature: _____ Phone No.: _____

Address: _____

In the event of illness or accident, please notify:

Name: _____ Phone No.: _____

Address: _____ Relationship: _____

If you have any special medical problems or if you are currently taking prescription medicine, please attach a description of each to this sheet.

1/27/98



School Site : _____

Department/Club _____

Fundraiser: _____ Date: _____

(A) Item **	(B) Tally Marks	(C) Total Tally Marks	(D) Price **	(E) Total \$ (Tally marks x price)
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$



(F) Grand total	\$
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Submitted and Approved by:

Club /Organization Rep: _____ Date: _____

Witness: _____ Date: _____

INSTRUCTIONS: ** Sections A and D need filled out for approval. B,C, & E during event.
 (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 C multiplied by D (F) Grand total 5

Box # _____

Change Box Form

Activity: _____

Date: _____ Cash in Box: _____

Club Name: _____

Verified & Received by: _____

Currency	Starting Cash	Total Cash at End of Event
100's		
50's		
20's		
10's		
5's		
2's		
1's		
Subtotal		
Coin		
Dollars		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
Subtotal		
Total Cash in Box		
Less Starting Cash		-
TOTAL CASH =		
TOTAL OF CHECKS		+
TOTAL REVENUE		

Counted by: _____ Initial: _____

Counted by: _____ Initial: _____

Bookkeeper: _____

Cash count must be done in dual custody

Supporting documentation:

(Must be included when this form is turned in)

Other Forms:

Report of ticket sales form
Unused tickets returned
Completed tally sheet/sheets

Cash register:

Cash register tape
Copy of each receipt issued

Pre-numbered receipt books:

Receipt Numbers (from & to) noted
All receipt books returned
All receipt books accounted for

(High School Use Only**)**

Box # _____

Change Box Form

Activity: _____

Date: _____ Cash in Box: _____

Club Name: _____

Verified & Received by: _____

Currency	Starting Cash	Total Cash at End of Event
100's		
50's		
20's		
10's		
5's		
2's		
1's		
Subtotal		
Coin		
Dollars		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
Subtotal		
Total Cash in Box		
Less Starting Cash		-
TOTAL CASH =		
TOTAL OF CHECKS		+
TOTAL REVENUE		

Counted by: _____ Initial: _____

Counted by: _____ Initial: _____

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Other Forms:

Report of ticket sales form
Unused tickets returned
Completed tally sheet/sheets

Cash register:

Cash register tape
Copy of each receipt issued

Pre-numbered receipt books:

Receipt Numbers (from & to) noted
All receipt books returned
All receipt books accounted for

(High School Use Only**)**

Ticket Sales Report

Name of Event: _____ Date of Event: _____

Event Coordinator/Preparer: _____

Starting Ticket Number: _____

Ending Ticket Number: - _____

Total Tickets Sold: _____ @ _____ \$ each = \$ _____

Starting Ticket Number: _____

Ending Ticket Number: - _____

Total Tickets Sold: _____ @ _____ \$ each = \$ _____

TOTAL TICKET SALES: \$ _____

Cash Total = \$ _____

Less (Cash Box) Change Fund - \$ _____

Less Ticket Sales Total - \$ _____

Over/Short* = \$ _____

*Explanation of Over/Short: _____

Event Coordinator Signature: _____ Date: _____

Bookkeeper Signature: _____ Date: _____

PIZZA SALES | DAILY REPORT

Date: _____ Club # _____

Club Name: _____

Total Starting Cash (Change Fund): \$ _____

PIZZA SUMMARY

Total Pizzas Ordered		
No. of Slices Per Pizza	x	
Total Slices to Sell	=	
No. of Unsold Slices	-	
(A) Total Slices Sold	=	

EARNED SUMMARY

(A) Total Slices Sold		
Price Per Slice	x	\$
(B) Total Earned	=	\$

ACTUAL VS. EARNED

(C) Total Cash & Checks Amt	\$	
Less Beginning Cash Amt -	\$	
Total Deposit	=	\$
(B) Earned Total	-	
Difference (+Over/-Under) =		

Reason for Difference: _____

CASH COUNT		
Amount	Qty	Total
Currency		
\$20.00		
\$10.00		
\$ 5.00		
\$ 2.00		
\$ 1.00		
Coins		
\$1.00		
\$0.50		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Total Cash:		
Total Checks		
(C) Total Cash and Checks:		

Student Signature: _____

PRINT NAME: _____

Advisor Signature: _____

PRINT NAME: _____

PIZZA SALES | DAILY REPORT

Date: _____ Club # _____

Club Name: _____

Total Starting Cash (Change Fund): \$ _____

PIZZA SUMMARY

Total Pizzas Ordered		
No. of Slices Per Pizza	x	
Total Slices to Sell	=	
No. of Unsold Slices	-	
(A) Total Slices Sold	=	

EARNED SUMMARY

(A) Total Slices Sold		
Price Per Slice	x	\$
(B) Total Earned	=	\$

ACTUAL VS. EARNED

(C) Total Cash & Checks Amt	\$	
Less Beginning Cash Amt -	\$	
Total Deposit	=	\$
(B) Earned Total	-	
Difference (+Over/-Under) =		

Reason for Difference: _____

CASH COUNT		
Amount	Qty	Total
Currency		
\$20.00		
\$10.00		
\$ 5.00		
\$ 2.00		
\$ 1.00		
Coins		
\$1.00		
\$0.50		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Total Cash:		
Total Checks		
(C) Total Cash and Checks:		

Student Signature: _____

PRINT NAME: _____

Advisor Signature: _____

PRINT NAME: _____



School Site: _____

Fiscal Year: _____

[illegible]

For each approved ASB activity that will issue receipts as their internal control measure, the receipt book should be controlled by the ASB bookkeeper or other designee and signed out prior to the event using this control log. When the event is over, the unused portions of all receipt books issued are to be returned and this control log completed.



DEPOSIT FORM

Name of School

Fiscal/School Year

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 Coins		
\$ 1.00		
\$ 5.00		
\$ 10.00		
\$ 20.00		
\$ 50.00		
\$ 100.00		
Total Cash		\$
Number of Checks		#
Total of Checks		\$
Total Cash & Checks		\$

Designee/Principal (Someone other than preparer)

Distribution Breakdown:

\$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____

SUBMIT WHITE & YELLOW WITH DEPOSIT
 PINK TO BE RETAINED AT SITE
 (2018 Version)

(*Middle and Elementary School Use Only)



DEPOSIT FORM

Name of School

Fiscal/School Year

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 Coins		
\$ 1.00		
\$ 5.00		
\$ 10.00		
\$ 20.00		
\$ 50.00		
\$ 100.00		
Total Cash		\$
Number of Checks		#
Total of Checks		\$
Total Cash & Checks		\$

Designee/Principal (Someone other than preparer)

Distribution Breakdown:

\$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____
 \$ _____ into Acct # _____ | \$ _____ into Acct # _____

SUBMIT WHITE & YELLOW WITH DEPOSIT
 PINK TO BE RETAINED AT SITE
 (2018 Version)

(*Middle and Elementary School Use Only)

VISALIA UNIFIED SCHOOL DISTRICT

2023/2024 SCHOOL ACTIVITY

VENDOR GUIDE

Below is a list of the most commonly used vendors. The Purchasing Department has completed consultant packets for these vendors to help make the process easier for your event. If you would like to use a vendor that is not on the list below please contact Larissa Garsa at lgarsa@vusd.org.

Any vendor providing services on your campus must have a completed approved vendor packet.

Nutritional Services Note: All food and beverage **sales** during the school day (from midnight to one-half hour after school is out) must be in compliance with Smart Snacks in Schools Federal Nutritional Requirements*

PHOTOGRAPHY:

SHUTTERFLY LIFETOUCH - VENDOR# 133034 (559) 618-1420

DJ & ENTERTAINMENT SERVICE:

ALL ABOARD TRAINS 2 - VENDOR # 130372 (559) 805-6262

CALIFORNIA DJ SERVICES - VENDOR# 113766 (559) 356-2470

E & M REPTILE FAMILY, LLC. - VENDOR# 111149 (559) 310-8811

THE CRANIUM COMPANY - VENDOR# 130255 (559) 300-7337

TWILIGHT PRODUCTIONS DBA FUNFLICKS - (877) 263-0480 x6

BOUNCE HOUSE:

JOEY'S JUMPING CASTLE - VENDOR # 111364 (559) 686-4245

SANCHEZ BOUNCE HOUSE - (559) 804-1998

FOOD TRUCKS, ICE CREAM & MORE:

A & W MOBILE ROOT BEER FLOATS - VENDOR #107172 (559) 732-5356 - **40% DONATION TO SITE**

ASIA'S KITCHEN - (559) 350-4448

BITE ME MINI DONUTS - VENDOR #119926 (559) 280-9300 - **20% DONATION TO SITE**

BOMBSHELL BEANS - VENDOR# 132430 (559) 909-9752

COOL COW SCOOPS - VENDOR #133132 (661) 331-8775 - **20% DONATION TO SITE**

DON GUMMY - VENDOR# 132431 (559) 300-2624

EL TRI RASPADOS - (559) 936-1629 - **20% DONATION TO SITE**

JAVI'S TACO SHACK - VENDOR# 117635 (559) 827-3565 - **10% DONATION TO SITE**

KETTLEQUEEN - (559) 723-6484 - **20% DONATION TO SITE**

KONA ICE - VENDOR# 132013 (559) 331-3541 - **20% DONATION TO SITE**

MR. LUMPYA AND MORE- (559) 747-9983 / (559) 802-7583 **8% DONATION TO SITE**

MUSTACHE MIKES 365 - (661) 609-7939 **20% DONATION TO SITE**

NANA'S COCINA - (559) 303-6949

O'S CANDY POP - (559) 805-1393 - **10% DONATION TO SITE**

ORANGE WORKS - (559) 624-1233 - **5% DONATION TO SITE**

OUR LITTLE PIZZA PLACE TAKE & BAKE - (559) 746-4255

PHILLY'S CHEESESTEAKS - VENDOR# 132331 (559) 798-7156 - **10% DONATION TO SITE**

QUE CONCHA - (559) 736-0337 / (559) 309-7498

QUESADILLA GORILLA - (559) 972-5810 - *20% DONATION TO SITE*

ROSA BROTHERS MILK CO. - VENDOR # 116316 (559) 685-2500

RUSH BOWLS - VENDOR #133060 (559) 649-6990 - *10% DONATION TO SITE*

SNACKOLOGY & MORE - (559) 372-9997

SNOSHACK CENTRAL VALLEY - (559) 799-1073 - *25% DONATION TO SITE*

TACOS EL PROFE - (559) 936-6347 - NOT AVAILABLE DURING INSTITUTIONAL HOURS

TACOS GALACTICOS - VENDOR # 117733 (559) 590-5055 - *20% DONATION TO SITE*

TAQUIZAS GONZALEZ - VENDOR #115659 (559) 827-3352

TEASPOON VISALIA - (559) 331-0767 / (559) 901-7425

TIKI SNOW - VENDOR #131819 (559) 967-1474

VALLEY CORN & POTATO - VENDOR# 132498 (559) 723-7260 - *10% DONATION TO SITE*

WARUNG MIE - (818) 391-9382

YOU-BE'S U BAKE PIZZA - (559) 786-8055

CATERING, PARTY SUPPLIES & MORE (no vendor packet needed)

Note: If food is delivered it is considered 'catering', so use object 58000
If food is picked up at the restaurant use object 43000

PIZZA (delivery or pick up only):

DOMINOS - VENDOR #35540

PIZZA HUT - VENDOR # 108827

ME-N-EDS - VENDOR # 34841

MOUNTAIN MIKE'S PIZZA - VENDOR #113572

PAPA MURPHY'S - VENDOR # 113146

KMH ENTERPRISES (HOWIE & SONS) - VENDOR #132138

COOKIES:

EDHS -TCOVE/ROP - VENDOR # 109908

DONUTS:

DONUTLICIOUS - VENDOR # 114698

TASTY DONUTS - VENDOR # 109325

AL'S DONUTS - VENDOR # 103511

CATERING (delivery or pick up only):

ANY OCCASION - VENDOR # 106437

CORNER BAKERY (PHONE ORDERS ONLY) - VENDOR #130088

FOUR SEASONS HANDY MARKET - VENDOR#132012 (559) 901-7645

MEAT OVER BARBECUE - (559)-690-0861

PANERA BREAD - VENDOR # 117692

VALHALLA - VENDOR # 100791

SWEET PROVISIONS - (559) 936-2815

PARTY/CLASSROOM SUPPLIES:

ORIENTAL TRADING: VENDOR # 104855

PARTY CITY - VENDOR # 20719

RICK'S VENDING - VENDOR # 34900

SMART & FINAL - VENDOR # 5303

FOODMAXX - VENDOR # 105611

TWICE UPON A TIME - (559) 732-0123

PROFESSOR TOY - VENDOR # 110693



Did You Know?!?

VUSD Print Shop can print flyers,
announcements & banners!

They can also create t-shirts,
yearbooks & much more!

Give them a call today!

(559) 730-7542

Bounce House Vendors

Special Rules Regarding School Activity Limitations

Please note the following types of bounce house products are **NOT**
APPROVED for use at any VUSD event:

Sumo Wrestling

Jousting

Any Bounce House Using Water

Dunk Tanks

Boxing

Inflatable Pillow Fight

Water Slides

Inflatable Rock Walls