

## FORM AF-3: Collection of Funds by Teachers/Sponsors

School Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Activity Involving Collection of Money: \_\_\_\_\_

See Page 2 for instructions on how to fill out this form. Copies of checks may be attached to this form and not listed on this form. Enter total of all checks below. Students do not have to sign if checks are used. Elementary Students do not need to sign.  
**Cash collected must be itemized on this sheet.**

STUDENT NAME	DATE	HOW PAID		AMOUNT COLLECTED	PARENT OR STUDENT SIGNATURE (ELEMENTARY SCHOOL STUDENTS DO NOT SIGN)
		CASH	CHECK		
1.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
2.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
3.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
4.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
5.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
6.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
7.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
8.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
9.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
10.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
11.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
12.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
13.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
14.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
15.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
16.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
17.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
18.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
19.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
20.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
21.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
22.		<input type="checkbox"/>	<input type="checkbox"/> CK#		

Total Cash: \$ \_\_\_\_\_

Total Coin: \$ \_\_\_\_\_ **Grand Total Amount Collected** \$ \_\_\_\_\_

Total Checks: \$ \_\_\_\_\_

\_\_\_\_\_ Date **Bank Bag #** { \_\_\_\_\_ }

Teacher/Sponsor Signature

Date Rec'd by Office \_\_\_\_\_

\_\_\_\_\_ Date of Deposit

Secretary/Bookkeeper Signature

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### FORM AF-3: INSTRUCTIONS

*Note: The form must be filled out with INK. Draw a line through any errors and use the next line, if needed*

1. Form AF-3, may be used instead of official individual cash receipts for small, multiple collections for example: Yearbook, Library fines, Class pictures, Bus trips, Fundraisers etc.
2. The following information must be filled in:
  - a) Student name
  - b) Date the money was received
  - c) The form the money was received in; cash or check
  - d) The amount
  - e) Signature of the Student or Parent from whom the Cash was received.

**Note:** Student signatures are not required for grades five and under. If the Parent is delivering the money (Cash), please have them sign the form.

3. Teacher/Coach will need to obtain stamp to stamp back of checks from bookkeeper/secretary.

***NEW: The Coach/Teacher will put checks/cash collected in plastic tamper proof bank bag and staple money collection sheet on outside of plastic tamper proof bank bag.***

- ***WRITE THE NUMBER PRINTED ON THE BAG (A#) ON THE MONEY COLLECTION FORM***
- ***FILL OUT THE TAB ON TOP OF BAG (RECONCILE WITH CLUB REPORT)***
- ***ENDORSE ALL CHECKS WITH ACCOUNT STAMP THEN SEAL THE BAG.***
- ***STAPLE ALL DOCUMENTATION TO THE BAG.***
- ***BAG GOES INTO THE DROP SAFE. IF DROP SAFE IS NOT AVAILABLE, GIVE TO THE SECRETARY/BOOKKEEPER.***

4. **Daily** money collected must be turned in to the Secretary/Bookkeeper with this form.
5. All money collected must be submitted in the same form received. Teacher/Sponsor's personal checks **may not** be substituted for the money collected.

#### Secretary/Bookkeeper Instructions for Form AF-3

1. Complete deposit slip with the Club & Bank bag # written on it.
  2. Retain the Original form for your files and give a Copy to the person who collected the money.
  3. This form **cannot** be used again to record additional collections. A new form must be used.
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