



Fundraising Guide



Before you start a fundraiser...

Read all the pages in this Fundraising Guide!
The guidelines, forms and tips included in this packet will ensure your fundraiser is thoroughly documented and ready for an audit.

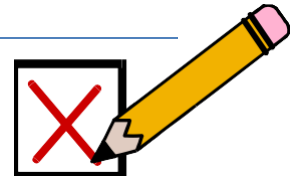
Call us if you have any questions!

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Fundraising Checklist



BEFORE FUNDRAISER:

- ☐ Complete the **Fundraiser Proposal Form** (Page 4)
- ☐ Obtain ASB Student Council approval (or Principal approval if elementary)
- ☐ Obtain Principal Approval
- ☐ Notify Office Manager and/or Bookkeeper
- ☐ Collect signed **Guardian Permission Forms** (Page 5)
 - ❖ If inventory will be checked out to students, this form will ensure parent/guardian understands their liability for the goods checked out to their student and the money they collect.

DURING FUNDRAISER:

- ☐ Complete **Inventory Check-Out Sheets** (Page 6)
 - ❖ This form is used if inventory is checked out to students. It helps the adviser keep track of inventory and reconcile the money received from each student
- ☐ Complete **Ticket Sellers Report** (Page 7)
 - ❖ This form is used to keep track of admission type events so the total amount of money received can be reconciled to attendance (Examples: dances, drama plays)
- ☐ Deposit daily using the **Deposit Record** (Page 8)
 - ❖ Money received should be counted, noted on the Deposit Record and immediately sent to the Office Manager/Bookkeeper for safekeeping and deposit.

AFTER FUNDRAISER:

- ☐ Complete **Final Reconciliation** (Pages 9-10)
- ☐ Assemble a Fundraiser Folder
 - ✓ Copies of PO, invoices, credit memos
 - ✓ Shipping documents
 - ✓ Fundraiser Proposal
 - ✓ Final Reconciliation
 - ✓ Guardian Permission Forms
 - ✓ Inventory Check-Out Sheets
 - ✓ Ticket Sellers Report
 - ✓ Deposit Records
 - ✓ Official ASB minutes approving the fundraiser
 - ✓ Anything else that pertains to the fundraiser!



What Makes it ASB?



What is ASB?

- ✓ Student activities that are **CULTURAL, ATHLETIC, RECREATIONAL OR SOCIAL** in nature.
- ✓ ASB activities are extracurricular; Optional, NOT for credit.
- ✓ Students and staff collaborate on the generation and use of ASB funds.
- ✓ ASB may raise funds for charitable purposes as long as the following criteria are followed:
 - Recipient must be a bonafide charity or someone who has experienced a tragedy or serious medical condition
 - ASBs must follow all regular fundraising guidelines and procedures
 - Must clearly advertise and state the purpose for the charitable fundraiser
 - All proceeds must be remitted to the identified individual or charity for which the funds were raised
 - Schools, government entities and political groups are NOT charities

ASB VS. PTA/Parent Group Activities:

- ASBs are district-related student groups and are subject to State and District laws and policies.
- PTA/Parent Groups are separate entities, and are a local, self-governing, nonprofit membership association with their own set of bylaws.
- The determination of which group is responsible for a particular fundraiser depends on which entity is planning, managing and operating the fundraiser.

It is an ASB FUNDRAISER if:

- Activity is **PLANNED, MANAGED and OPERATED** solely by the ASB group
- Students perform the majority of the work
- A district purchase order is issued
- Administrative staff sign any contracts with the vendor
- Students and staff collect and reconcile money
- Cash receipts are given to the Office Manager/Bookkeeper for deposit or held in school safe
- School district stores and inventories the goods for sale
- District or school name is used or athletes wear their uniforms during the fundraiser
- School district personnel are involved during paid staff time

It is a PTA/Parent Group (Booster Club) Fundraiser if:

- ❖ Activity is **PLANNED, MANAGED, AND OPERATED** solely by the PTA/Parent Group.
- ❖ PTA/Parent Group officers sign any contracts with the vendor.
- ❖ District facility use permit was obtained including applicable liability insurance
- ❖ Activity/Event is clearly advertised as sponsored by the PTA/Parent Group.
- ❖ Moneys are collected and reconciled by the PTA/Parent Group
- ❖ Funds are deposited to a PTA/Parent Group bank account (not stored in school safe).
- ❖ School employees are involved only on their own personal time.
- ❖ District guidelines are followed for the donation of money or equipment

Cash Handling & Fundraising Tips



General Guidelines

- Restrict access to cash handling and inventory areas. Lock up merchandise at all times!
- Use only official district prenumbered receipts in proper numerical order
- Do not use pencil or white-out; always use pen
- Do not accept “kickbacks” or “gifts” from vendors; if a vendor gives you free products, sell them in the fundraiser.

Accepting Money

DO:

- ❖ Endorse checks immediately upon receipt
- ❖ Receipt money each time the cash/checks change hands
- ❖ Deposit money exactly as collected. Monies should never be deposited to a personal account and a check written for the total.
- ❖ Deposit all monies collected immediately with Office Manager/Bookkeeper

DO NOT:

- ❖ Accept IOUs
- ❖ Cash personal checks
- ❖ Give cash back on checks
- ❖ Pay fundraiser vendors from fundraiser cash receipts (all invoices must be paid through regular accounts payable process)

Reconciling Money

- ✓ Reconcile cash (and checks) received to receipts
- ✓ Reconcile cash (and checks) to inventory and/or tickets used
- ✓ Perform gross profit analysis: $\text{Items sold} \times \text{price} = \text{gross profit}$; Should equal total deposits.



Never, Never, Never...

- ◆ Store public money in your desk or classroom
- ◆ Deposit public money into your own checking account
- ◆ Take money out of fundraiser receipts to pay vendors or to purchase more product
- ◆ Take public money home



ASB FUNDRAISER PROPOSAL

TODAY'S DATE: _____ CLUB NAME: _____ ASB ACCOUNT #: _____ ADVISOR: _____ FUNDRAISER EVENT/PURPOSE: _____ _____ _____	SCHOOL NAME: _____ FUNDRAISER START DATE (ANTICIPATED): _____ FUNDRAISER END DATE (ANTICIPATED): _____ EXPECTED FINAL RECONCILIATION DATE: _____
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PROFIT PROJECTION

INCOME SOURCES:	QUANTITY	X	UNIT PRICE	=	TOTAL INCOME
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
Total Projected Income:					\$ _____

EXPENSES: (from vendor quote)	(QUANTITY	X	UNIT COST)	+ SHIPPING	SUB TOTAL	+ TAX	TOTAL =	EXPENSES
_____	_____		_____		_____		_____	_____
_____	_____		_____		_____		_____	_____
_____	_____		_____		_____		_____	_____
_____	_____		_____		_____		_____	_____
Total Projected Expense:								\$ _____

Total Projected Profit: \$ _____

OTHER CONSIDERATIONS:

-If students are checking out product to sell (i.e.: Entertainment Books, Football Cards) , please use the :

[INVENTORY CHECK-OUT SHEET & GUARDIAN PERMISSION FORM](#)

-When selling tickets as part of the fundraiser, the [TICKET SELLERS DOCUMENTS](#) must be completed & retained

-Does the proposed activity include any of the following conditions? (If yes to all 3, it is considered gambling and is **not** allowed)

☐

PRIZE (win something)

☐

PRICE (pay something)

☐

CHANCE (of getting something)

COMPLETED BY: _____

Print

Sign

APPROVED BY:

ASB OFFICER: _____

DATE: _____

ADMINISTRATOR: _____

DATE: _____



DIERINGER SCHOOL DISTRICT

GUARDIAN PERMISSION FOR FUNDRAISING

DATE: _____

SCHOOL: _____

Dear Parent/Guardian:

The _____ Club has decided to sell _____ items as a fundraiser to support activities. Certain guidelines are necessary in order for the items to be checked out to your student. Please carefully read the below guidelines and review the information with your student before the sale begins.

- 1) Your student will have total responsibility for the product. If it is lost or stolen, student must pay for that amount. If the debt is not paid, it will be put on the student record as a fine. Your student will not receive report cards, transcripts or be allowed to walk at graduation ceremonies if the debt goes unpaid.
- 2) Merchandise should never be unattended (i.e. left in classrooms).
- 3) It is not necessary for a student to carry boxes of the product with them during the entire day. It is suggested that students pick up the product from the adviser toward the end of the school day.
- 4) It is recommended that the student carefully count all merchandise that is checked out to them prior to signing for the product.
- 5) Any unopened merchandise should be returned to the advisor to prevent fines from being assessed.
- 6) The checked-out merchandise and/or the appropriate amount of money (equal to the value of product checked out) must be returned by the end of the sale.
- 7) Money collected should be turned in exactly as collected. Please do not deposit to a personal account and write a check for the total.

I have read the sale guidelines and agree to allow my student to participate in the fundraiser.

Parent/Guardian Signature

Date

Student Signature

Date



DIERINGER SCHOOL DISTRICT

INVENTORY CHECK-OUT SHEETS

Name: _____

Fundraiser: _____

		A	B	C	D	E	F	G
Date	Student Signature	# of Product Checked Out	# of Product Turned In	# of Product Sold A - B = C	Price Each	Amt Student Should Turn In C x D = E	Actual Amt Turned In	Amount Owed E - F = G
TOTALS:								



DIERINGER SCHOOL DISTRICT

INVENTORY CHECK-OUT SHEETS

Name: _____

Fundraiser: _____

		A	B	C	D	E	F	G
Date	Student Signature	# of Product Checked Out	# of Product Turned In	# of Product Sold A - B = C	Price Each	Amt Student Should Turn In C x D = E	Actual Amt Turned In	Amount Owed E - F = G
TOTALS:								

DIERINGER SCHOOL DISTRICT

TICKET SELLERS REPORT



TICKET SELLER _____

LOCATION _____

EVENT _____

DATE	ENDING TICKET #	LESS	BEGINNING TICKET #		TOTAL # TICKETS SOLD		TICKET PRICE	TOTAL SOLD
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
		-		=		X	\$	\$
NOTES:					TOTAL:		TOTAL:	

MONEY RECAP (INCLUDE STARTING CHANGE)

CURRENCY

_____ x \$100 = _____

_____ x \$50 = _____

_____ x \$20 = _____

_____ x \$10 = _____

_____ x \$5 = _____

_____ x \$1 = _____

COIN

_____ x 1.00 = _____

_____ x 0.50 = _____

_____ x 0.25 = _____

_____ x 0.10 = _____

_____ x 0.05 = _____

_____ x 0.01 = _____

Total Checks: \$ _____

Over/Short: \$ _____

diff between Total Sold (above) & Total Deposit, if any

Total Currency _____

+ Total Coin _____

Less Starting Change _____

= Cash to Deposit _____

+ Total Checks to Deposit _____

= Total Deposit \$ _____

Ticket Seller's Signature _____

Verified By _____



DIERINGER SCHOOL DISTRICT

DEPOSIT RECORD

SCHOOL _____

ASB CLUB _____

ACTIVITY/EVENT _____

PROFIT CALCULATION:

<u>ITEM SOLD</u>	<u># SOLD</u>	<u>PRICE</u>	<u>TOTAL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CASH COUNT SHEET

<u>CURRENCY</u>	<u>COINS</u>
_____ x \$100 = _____	_____ x 1.00 = _____
_____ x \$50 = _____	_____ x 0.50 = _____
_____ x \$20 = _____	_____ x 0.25 = _____
_____ x \$10 = _____	_____ x 0.10 = _____
_____ x \$5 = _____	_____ x 0.05 = _____
_____ x \$1 = _____	_____ x 0.01 = _____

SIGNATURES

Counted By: _____

Counted By: _____

Bookkeeper: _____

= Total Currency/Coin _____

+ Total Checks _____

Less Starting Change _____

TOTAL DEPOSIT \$ _____



ASB FUNDRAISER FINAL RECONCILIATION

SCHOOL: _____

RECONCILIATION DATE: _____ CLUB NAME: _____

FUNDRAISING DATES: _____ to _____ ASB ACCOUNT #: _____

FUNDRAISER EVENT/PURPOSE: _____

A. INCOME SOURCES (i.e. donations, proceeds from items sold)

Income

_____	_____
_____	_____
_____	_____
_____	_____

Total Income \$ _____

B. EXPENSES (from invoice/receipt, including shipping and tax)

_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses \$ _____

C. PROFIT CALCULATION

Total Income _____

Total Expenses - _____

Total Profit = \$ _____

Was inventory sold as part of the fundraiser?

☐ Yes ☐ No

If YES, complete section D

D. INVENTORY

PURCHASED INVENTORY

Quantity x Unit Price = Cost

_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____

Quantity Purchased _____ Total Purchased \$ _____



ASB FUNDRAISER FINAL RECONCILIATION

(PAGE 2)

D. INVENTORY CONT'D

SOLD INVENTORY

	Quantity	x	Unit Price	=	Cost
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
Quantity Sold			Total Sold	\$	_____

UNSOLD INVENTORY

	Quantity	x	Unit Cost	=	Cost
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
_____	_____	x	_____	=	_____
Quantity Unsold			Total Unsold	\$	_____

The unsold inventory has been returned to the vendor for credit: ☐ Yes ☐ No

If no, explain what will be done w/ unused: _____

INVENTORY CHECKED OUT, NOT RETURNED

(Attach list of fines)

Quantity of Inventory Fined _____

Total \$ Fined _____

INVENTORY RECONCILIATION

A. Starting Inventory (Qty Purchased)	_____
B. Quantity of Sold Inventory	- _____
C. Quantity of Unsold Inventory	- _____
D. Quantity of Inventory fined	- _____
Total Merchandise not accounted for	= _____
(should be 0)	

ASB FUNDRAISER REFLECTION:

Would you repeat this fundraiser ☐ Yes ☐ No

What worked well: _____

What could be improved next time: _____

Completed by: _____
Print Sign

Approved by:

ASB Treasurer: _____ Date: _____

Activity Administrator: _____ Date: _____

ASB Board Approval Meeting Date: _____