

Step 1: Fundraiser Activity Form

- At least 2 weeks prior to the fundraiser, complete the fundraiser activity form.
- Make sure all signatures (student and advisor) and dates are present
- Turn form in to Ms. Koch before Wednesday noon ASB meeting
- The approved form will be returned to you after it is signed by administration

Step 2: Parent Permission For Fundraiser Form

- Each student who will be participating in the fundraiser must have a signed parent permission slip on file with the advisor.
- Students can sign these while working concessions.
- Advisor keeps these forms in the fundraiser folder.

Step 3: Requisition Form (yellow) - *If expenses are required for the Fundraiser if not skip to Step 4*

- If you need to purchase any items for the fundraiser, you will need to complete a requisition form and get it approved by ASB before spending any money.
- After it is approved by ASB and signed by administration, then the order for any items will be placed

Step 4: Run the fundraiser

Step 5: ASB Fundraiser Deposit worksheet

- Each day of the fundraiser you **must** turn in all collected money to the office for receipt.
- Complete the deposit worksheet and turn it into the high school office with the money.
- DO NOT KEEP FUNDRAISER MONEY IN YOU DESK, CAR, HOME, ETC!

Step 6: ASB Fundraiser Final Reconciliation

- Once the fundraiser is over, complete this form to reconcile the money collected (your deposit worksheets) with the items sold.
- There is also a place on the bottom half of the fundraising activity form for reconciliation.
- Both areas need to be completed and signed by all parties.

Step 7: File the fundraiser

- When complete, turn in the entire file to Ms. Koch
- The contents of the file will be scanned for digital filing and the hard copy will be retained for future reference.
- Thank you for following the appropriate steps to complete the fundraiser.

Fundraiser Document Checklist

Fundraiser Name: _____

Club/Sport: _____

Fundraising File:

It is recommended all documentation pertaining to a fundraiser be kept in a separate file. Items should include, but are not limited to the following:

- ASB Meeting Minutes (showing event was authorized)
- Fundraising Activity Form (showing pre-approval)
- Parental Permission Forms
- Purchase Requisitions/Purchase Orders
- Copies of Contracts
- Donation Documentation (if applicable)
- Beginning and Ending Inventory Counts
- Inventory Check-out Sheets
- Copies of Cash Transmittals or Reports showing deposits
- District Receipt(s) for Money Deposited
- Sales Reports (tally sheets, gate lists, register reports, etc.)
- Student Fine List for any items checked out and not returned
- List of Unsold Merchandise and Status
- Documentation from Vendor showing Return of Unused Products
- Fundraiser/Activity Reconciliation (showing final reconciliation)

Fundraising/Activity Form

ASB
 ASB Charitable
 General Fund

A. Proposal: Pre-Approval of Fundraiser (at least TWO weeks prior to fundraiser)

School: _____			Group Name: _____			Account #: _____		
Proposed Fundraising Activity: _____								
Intended Use of Proceeds: _____								
Estimated Revenues:\$ _____			Estimated _____					
Expenses: \$ Estimated Revenues-Estimated Expenses=Estimated Profit: _____								
Will the fundraiser be held for the benefit of an organization outside the district?						Yes <input type="checkbox"/>		No <input type="checkbox"/>
If yes , please attach a copy of the name, address and phone number of the organization.								
Dates of the Fundraiser:			Start: _____			End: _____		
Team/Club Leader (student): _____			ASB Bookkeeper (staff): _____					
<i>(Signature & Date)</i>			<i>(Signature & Date)</i>					
Coach/Club Advisor (staff): _____			Principal's Pre-Approval : _____					
<i>(Signature & Date)</i>			<i>(Signature & Date)</i>					
Student Leadership(student): _____			Activity Coordinator: _____					
<i>(Signature & Date)</i>			<i>(Signature & Date)</i>					

B. Steps Following Approval: Request must be approved BEFORE event can take place.

1. Order all needed materials or supplies with a Purchase Order through the Bookkeeper.
2. If needed, complete a Contract with vendor after obtaining Purchase Order approval.
3. Request a cash-box from the ASB Bookkeeper *(if needed)*.
4. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
5. Obtain appropriate record keeping forms from ASB Bookkeeper *(all forms must accompany money)*.
6. Turn all money **INTACT** into ASB Bookkeeper for deposit. **Do not take expenses from money collected.**

C. Accounting Summary of Fundraiser (Reconciliation)

1.	Estimated Revenue <i>(from section A above)</i> :	\$	_____
2.	Total Actual Revenue Received (amount you should have collected based on actual sales)	\$	_____
3.	Total Cost of Goods Sold <i>(your cost for items sold)</i>	\$	_____
4.	Other Expenses <i>(decorations, supplies, etc.)</i>	\$	_____
5.	Total Expenditures	\$	_____
			<i>(line 3 plus line 4)</i>
6.	Net Profit <i>(loss)</i>	\$	_____
			<i>(line 2 less line 5)</i>

D. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate:

Team/Club Leader (student): _____	ASB Bookkeeper (staff): _____
<i>(Signature & Date)</i>	<i>(Signature & Date)</i>
Coach/Club Advisor (staff): _____	Principal: _____
<i>(Signature & Date)</i>	<i>(Signature & Date)</i>
Activity Coordinator: _____	
<i>(Signature & Date)</i>	

Once Completed: Copies to the following: ASB Bookkeeper and ASB group/activity

Parent Permission For Fundraiser Form

Dear Parent/Guardian,

Date: _____

Our school is sponsoring the following fundraiser. For your student to participate, please review the guidelines noted below, sign and then return this form to the club advisor/coach.

Group/Club Name: _____

Club Advisor/Coach: _____

Name of Fundraiser: _____

Start date: _____ End date: _____

Type of Fundraiser:	Profits/Donations to Support:
<input type="checkbox"/> Sale of: _____	<input type="checkbox"/> ASB-Sponsored School Activities
<input type="checkbox"/> Collection of Donations	<input type="checkbox"/> Charity: _____
	<input type="checkbox"/> Other: _____

FUNDRAISER GUIDELINES:

Please read the following guidelines carefully and review them with your student before the fundraiser begins.

General:

1. Money collected should be turned in exactly as collected. Please do not deposit money into a personal account and write a check for the total amount.
2. Donations, money collected, or any merchandise/tickets should never be stored in lockers or left unattended in classrooms.
3. If the fundraiser is conducted away from school property, it is the sole responsibility of the parents to provide supervision of their children who participate in this voluntary fundraising activity.

Additional Guidelines for Sales:

1. Students have total responsibility for items being sold. If any items are lost or stolen, he or she must pay for them.
2. We recommend that students carefully count all items that are checked out to them prior to signing for the items being sold.
3. It is not necessary for students to carry boxes of merchandise with them during the school day. We suggest that students pick up the product at the end of the day.
4. Full credit will be given to the student for any unopened items returned to the school.
5. Either the items checked out to the student or the appropriate amount of money must be returned by the end of the sale. If the amount of money and/or items that are returned is less than what was checked out, a fine will be placed on the student's account for the balance due.

I have read the fundraiser guidelines and agree to allow my son/daughter to participate in the fundraiser described above.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

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Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

