

Richland School District Charitable Fundraising Checklist

Prior to Event:

- Decide how the anticipated proceeds will be spent.
- Decide who will handle the money and sign contracts (School, PTA or Booster Club). This will determine sponsorship. (If sponsored by an organization other than the school, these procedures do not apply.)
- Complete Fundraising Activity Form # 1.
 - Type of Fundraiser
 - Intended Beneficiary (include name, address and who warrant requests should be made out to).
 - Start and end dates for the fundraiser.
 - Obtain appropriate signatures as listed on the form for proof of pre-approval.
- Verify the proposed beneficiary is a legitimate charitable organization or cause.
- Identify equipment, materials and facility needs, time and costs. (Do not make any verbal, written commitment to purchase anything. All purchases must be coordinated with the school's ASB Administer through the District's purchasing procedures.)
- Work with the school's ASB Administer and vendor to arrange for payment for expenses by donation, delayed billing or purchase by private individual(s) with possible reimbursement after the event has been completed and reconciled.
Remember: *Charitable fund raising is a private activity and district (public) funds should not be used to offset or front-fund expenses. (This includes startup costs.)*
- Obtain appropriate fundraising record keeping forms to document details of the event. Pre-Approved district receipts are required.
- Determine how “**notice**” will be given.
- Notify parent/guardian prior to student participation in fund raising involving sales of goods or services outside of the school setting.

During Event:

- Follow district procedures regarding daily cash receipting, inventory control, safe guarding of assets, pre-numbering tickets, giving notice to prospective customers, etc.
- Use District recording forms to document sales.
- Transfer money to the office the same day that students bring it to school.

- Deposit money intact to school/district account in ASB 6000 series.
- All charitable fundraising activities must take place outside school time. District staff (other than the ASB Administration) desiring to support the activity may do so on personal time, outside of the workday.

After Event:

- Complete final fundraising reconciliation for the event.
 - Inventory remaining goods.
 - Reconcile actual revenue to receipts/sales log.
 - Reconcile expected sales (based on inventory count) to actual sales (cash deposited).
 - Prepare profit/loss analysis.
- Process payment for administrative costs (i.e. custodial time, facility fees, etc.).
- Submit reimbursement request(s) for expenses (not to exceed revenue collected).
- Advisor and student officer(s) sign and submit all completed forms to ASB Secretary.
- ASB Secretary reviews and ASB Administrator signs Final reconciliation form to approve reconciliation.
- Pay order for the charity is submitted in the amount of the remaining cash balance.
 - Attach copy of receipts or cash report(s) as back up documentation.
- All documents should be filed in fundraiser packet at the school for auditing purposes.

LANGUAGE FOR GIVING NOTICE TO PROSPECTIVE CUSTOMERS:

“Proceeds from this event will be donated to _____. Funds collected are non-associated student body private monies and will be held by the Richland School District exclusively for the specified purpose.”

IDEAS FOR GIVING NOTICE:

- ❖ Pre-Printed cards given out at time of transaction.
 - ❖ Labels attached to the back of receipts.
 - ❖ Printed on posters that advertise the event.
 - ❖ Printed on signs posted in plain view where money is exchanged.
 - ❖ Printed on pledge sheets that donor’s sign.
 - ❖ Printed on signs affixed to containers where money is collected.
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