Booster Club Fundraising Process

- Submit Fundraiser/Activity Request form to school site administrator; site will notify contact person of approval/denial
- Use of Facilities Request submitted online via Facilitron: http://www.facilitron.com/leusd92530
- Fundraiser/Activity can take place once approval is obtained
- If food is sold make sure to comply with the law and district policies and regulations on the sale of food on school premises
- Use cash register, pre-printed sequentially numbered receipts whenever practical. When not, tally sheets or group sales receipts should be utilized to reconcile actual sales
- Ticket logs should be kept and reconciled to actual sales
- Cash, checks, tickets, receipts etc. should always be counted in dual custody
- Sales should be reconciled daily if fundraiser is held for more than one day
- Safeguard your assets: Funds should be deposited into your financial institution immediately
- Disbursements never made from cash collected. Checks are written for expenses and supporting documentation attached
- Students cannot be required to fundraise or participate in fundraising activities