

OAKLAND TECH ASB

Fundraising Through ASB

Oakland Tech Club Guide

How to plan, approve, collect, and use club funds the right way

Why ASB Procedures Matter

- Protects students, advisors, and club funds
- Keeps accurate records of money raised and spent
- Makes sure fundraising follows school and district procedures
- Helps clubs stay organized and in good standing

Before You Fundraise



1. Meeting Discussion

Discuss the fundraiser at a club meeting



2. Vote & Record

Vote/agree on the fundraiser and record the decision in your club minutes



3. Advisor Check

Talk with your club advisor about the plan



4. Hold Action

Do not advertise, sell, or collect money yet

Step 1: Pick Up the Form



1. Location

Fundraising forms are available in the **Student Center**.



2. Timing

Club officers should pick up the correct form **before planning is finalized**.



3. Preparation

Complete the form in full together **with your club advisor**.

Step 2: Complete the Fundraising Request

- Clearly describe what your club plans to sell or do
- Include the purpose of the fundraiser
- Include proposed dates and other required information
- Make sure the club advisor reviews the request

Step 3: Submit for ASB Approval



1. Form Submission

Turn in the completed fundraising form through the ASB approval process.

Hand in to **Ms. Rosemary** at the front desk once complete.



2. Review Process

Submitting a form **does NOT** automatically mean approval.

Ms. Rosemary will review and notify you if approved or if another event is scheduled for that day.



3. Plan Ahead

Plan ahead and allow sufficient time for review and approval.

Avoid last-minute submissions to ensure your event date can be secured.

Step 4: WAIT for Approval

- Do not advertise the fundraiser before approval
- Do not begin selling items
- Do not collect payments or donations
- Do not make purchases assuming you will be reimbursed
- Wait until your club receives approval to move forward

Step 5: Run Your Fundraiser

- Follow the fundraiser that was approved
- Have the advisor involved and aware of club activities
- Keep clear records of sales and money collected
- Follow school expectations during all fundraising activities

Handling Club Money

- All money raised in the club's name must follow ASB procedures
 - Students will be given the ipad as QR codes will not be used to collect funds
- Students and advisors should not keep club money personally
- Club money should not be deposited into personal accounts
- Turn in collected funds according to the required ASB process
 - There is a collection of funds form for any cash that you accept; All cash needs to be turned in with 24 hours of your event
 - If on a friday or weekend- Monday morning

Spending Club Funds

- Club money must be used for approved club purposes
- Follow the ASB purchasing process before spending funds
- Do not purchase items first and assume reimbursement is guaranteed
- Keep receipts and required documentation

Fundraising Ideas

- Work the snack bar at home athletic events
- Approved food or merchandise sales
- School-community events or activities
- Other creative fundraisers approved through ASB
- Remember: every fundraiser needs approval before it begins
- Snap Raise (leading fundraiser at Tech)
 - Check in with Ms. Alexis to setup

Your Club Minutes Matter

- Record the fundraiser discussion and decision in your meeting minutes
- Document important votes and assigned responsibilities
- Submit club minutes monthly
- Place printed minutes in Ms. Alexis's box in the Student Center

Student Council Connection

- Club Presidents attend Student Council meetings
- Meetings are held the SECOND FRIDAY of each month during 4th period
- Fundraising updates, deadlines, and ASB information may be shared
- If the President cannot attend, another club officer should represent the club

Common Fundraising Mistakes

- Advertising before receiving approval
- Collecting money before approval
- Keeping cash instead of turning it in properly
- Using personal payment/accounts for club funds
- Making purchases without following ASB procedures
- Forgetting to document the fundraiser in club minutes

The ASB Fundraising Checklist

01 Club Meeting

Discuss it at a club meeting

02 Club Minutes

Record it in your minutes

03 Get Form

Pick up a fundraising form in the Student Center

04 Complete Form

Complete it with your advisor

05 Submit Form

Submit it for ASB approval

06 Wait for Approval

WAIT for approval

Do not collect money or advertise before approval.

07 Fundraise

Fundraise and handle money correctly

08 Spend Funds

Follow ASB procedures when spending funds

Questions?

If you are unsure about fundraising, money collection, purchases, or approval:

PRIMARY CONTACT

See Ms. Rosemary at the front desk BEFORE moving forward.

IMPORTANT WARNING

Failure to report your fundraiser will result in your event being cancelled.

The Golden Rule

- **Ask first.**
- **Get approved.**
- **Fundraise the right way.**

GO BULLDOGS!

