

### 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.

## 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 <i>yes</i> , please attach a copy of the name, address and phone number of the organization.		
Dates of the Fundraiser:	Start: _____	End: _____
Team/Club Leader (student): _____ <i>(Signature &amp; Date)</i>	ASB Bookkeeper (staff): _____ <i>(Signature &amp; Date)</i>	
Coach/Club Advisor (staff): _____ <i>(Signature &amp; Date)</i>	Principal's <i>Pre-Approval</i> : _____ <i>(Signature &amp; Date)</i>	
Student Leadership (student): _____ <i>(Signature &amp; Date)</i>	Activity Coordinator: _____ <i>(Signature &amp; Date)</i>	

### 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.	Anticipated Revenue <i>(amount you should have collected based on actual sales)</i> :	\$	_____
2.	Total Actual Revenue Received	\$	_____
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): _____ <i>(Signature &amp; Date)</i>	ASB Bookkeeper (staff): _____ <i>(Signature &amp; Date)</i>
Coach/Club Advisor (staff): _____ <i>(Signature &amp; Date)</i>	Principal: _____ <i>(Signature &amp; Date)</i>
Activity Coordinator: _____ <i>(Signature &amp; Date)</i>	

# 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"/> Collection of Donations	<input type="checkbox"/> ASB-Sponsored School Activities <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

# ASB FUNDRAISER DEPOSIT WORKSHEET

DATE: \_\_\_\_\_

CURRENCY           \$ \_\_\_\_\_

COINS               \$ \_\_\_\_\_

CHECKS             \$ \_\_\_\_\_

TOTAL DEPOSIT     \$ \_\_\_\_\_

RECIPT #: \_\_\_\_\_

\_\_\_\_\_  
ADVISOR SIGNATURE

\_\_\_\_\_  
OFFICE SIGNATURE

# ASB Fundraiser Final Reconciliation

Completion of this form finalizes your fundraiser. If the amount of money and/or items that are returned by any student is less than what was checked out to them, please attach a list indicating their name and the amount for which they are responsible. Fines will then be placed on their accounts. Your club/group account will be credited as these fines are paid. Please submit your completed fundraising packet to the ASB bookkeeper.

Group/Club Name: \_\_\_\_\_  
 Name of Fundraiser: \_\_\_\_\_  
 Actual start date: \_\_\_\_\_ Actual end date: \_\_\_\_\_

## FUNDRAISER EVALUATION:

How would you rate this fundraiser?	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement
How would the students rate this fundraiser?	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement
List anything about this fundraiser that should be changed if done again:			
Total number of fundraiser participants: (must match number of <i>School Fundraiser Permission Forms</i> )			

## MERCHANDISE RECONCILIATION:

	Units	Price per Unit	= Total
A Merchandise purchased (purchase price) (attach all invoices)		\$	\$
B Merchandise returned to vendor		\$	\$
C <b>Subtotal of merchandise available for sale (A - B)</b>		\$	\$
D Merchandise sold (price items were sold for)		\$	\$
E Unsold merchandise/inventory		\$	\$
F Merchandise on student fines list (attach list)		\$	\$
G <b>Subtotal of merchandise accounted for (D + E + F)</b>		\$	\$
H Merchandise variance (C - G)*			

\*Explain any variance greater than 0: \_\_\_\_\_

## REVENUE RECONCILIATION:

	Units	Price per Unit	= Total
I Actual cash receipts minus any donations received			\$
J Merchandise sold (D)		\$	\$
K Difference (I - J)**			\$

\*\*Explain any difference greater than 0: \_\_\_\_\_

## NET PROFIT/LOSS:

L Actual cash receipts/revenues (attach all receipts including donations)	\$
M Other expenses (incentives, supplies, etc.)	\$
N Net profit (L-C-M)	\$

\_\_\_\_\_  
 Club Advisor / Coach

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 ASB Student Treasurer

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date