



FUNDRAISING PROCESS

The following is a step-by-step process for doing a fundraiser. All steps must be followed in the order that they are given in order to successfully complete your project.

This process should be used for all fundraisers, which includes but are not limited to, candy sales, magazine sales, cookie dough sales, car washes, and just about any event resulting in the sale of goods or services to be used to fund club, athletic or other ASB activities. The Fundraising Process should also be used for activities such as collection of membership dues, roter buses, club/team shirts/sweatshirts, and other activities where the collection of money occurs to fund specific activities.

- ☐ Complete the ASB PROJECT/FUNDRAISER APPROVAL FORM.
- ☐ Before ASB PROJECT/FUNDRAISER APPROVAL FORM can be submitted, the fundraiser must be budgeted for and approved during the Spring ASB budgeting process. Fundraiser may be approved outside the budgeting process on a case by case basis (contact Activities Coordinator or ASB Secretary). See 'ASB Budget and Fundraiser Approval Process' section of this handbook.
- ☐ Submit ASB PROJECT/FUNDRAISER APPROVAL FORM to the ASB Office for approval by the Executive officers. (Criteria: CARS, meets your stated goals, does not conflict with other activities/fundraisers, approval from ASB assistant principal.)

If Fundraiser approved...

- ☐ **All** contracts and agreements must be signed by Chief Financial Officer in Business Office and approved by the School Board.
- ☐ Request ASB Purchase Order (P.O.) to order the merchandise.
- ☐ Submit invoices and packing slips to ASB secretary so that payment may be made in a timely manner. Retain copy for your records & final report.
- ☐ Maintain adequate records:
 - ☐ Issuing merchandise order forms, scratch cards, donation forms, etc. (can use the PROJECT/FUNDRAISING PRODUCT CHECK-OUT/IN FORM)
 - ☐ Maintain adequate records for collecting unsold/bad/returned product.
 - ☐ Maintain adequate records for money deposited by students to the ASB office.
 - ☐ Do NOT keep student receipts. Lists can be provided by the ASB office. Return unsold/damaged product to the company for credit (must be done through the ASB office).
 - ☐ If not able to return product to company, document items on the Leftover Inventory/Merchandise form. Products left over should be kept in a secure location for potential future sales. **Should products require disposal, district surplus procedures must be followed (See ASB Office).**
 - ☐ Students should deposit collected money DAILY to the ASB office!

- ☐ If Fundraiser occurs off-site, see ASB Secretary for proper steps for collecting and recording monies.
- ☐ Complete and submit a FUNDRAISING FINAL (Reconciliation) REPORT to the Business Office within one month following the end of your fundraiser. Approval of future purchase orders and fundraisers will be denied until final reports are submitted. Backup paperwork should include:
 - ☐ Copy of Fundraiser Request Form and ASB Approval Form.
 - ☐ Copy of itemized cash receipts documentation (i.e. In-Touch Report).
 - ☐ Copy of invoice and purchase order.
 - ☐ Copy of Student Checkout Forms, if used.
 - ☐ Forms recording leftover inventory and/or disposal of product.
 - ☐ Documentation for product returns, if needed.
 - ☐ Documentation to support student fines, if needed.
- ☐ FUNDRAISING FINAL REPORT and supporting documentation sent to Business Office by ASB Secretary. ASB should keep a copy for records at building level.
- ☐ Business Office will review and approve Final Reconciliation Report and documentation. ASB office will provide necessary documentation in a timely manner if requested following submission of final paperwork.

If Fundraiser not approved...

- ☐ Re-evaluate and re-submit Fundraiser Approval Form for further consideration.