

### **FUND RAISING ACTIVITIES**

All money raised by student organizations must be expended for the benefit of the students.

#### **Approval Required:**

Only approved fund raising activities may be scheduled.

1. The organization sponsor must complete the top half of a fund raising projection form.
2. The completed form will state the purpose to the activity and the type of fundraiser.
3. The sponsor will submit the completed form to the building administrator for approval at least two (2) weeks prior to the start of the fund raising activity.
4. The signed form must be submitted with the requisition to create a purchase order.

***Note: Merchandise should not be ordered until a signed purchase order has been released by the Treasurer.***

#### **Accounting for Fund Raising Activities:**

An accounting must be made of all items purchased for resale.

1. The sponsor of a fund raising activity shall prepare a projection form prior to the start of the sale.
2. The projection sheet will be filed in the Treasurer's office and with the building principal.
3. The sponsor is responsible for keeping accurate records for all fund raising activities. Such records include:
  - a. Distribution lists;
  - b. Daily collection reports;
  - c. Receipts for money turned into the cashier.
4. At the conclusion of the fund raising activity, the sponsor shall complete the bottom portion of the projection form. The information should include:
  - a. The purchase order number(s) for merchandise ordered;
  - b. Number of units ordered;
  - c. Unit price;

- d. Total cost;
  - e. Less cost of returns;
  - f. Total cost to be accounted for;
  - g. Total money deposited with the Treasurer's office;
  - h. An explanation for any difference;
  - i. Signature of sponsor and building administrator.
5. All records, including the completed projection form, shall be filed with the building principal.
  6. The building will forward a completed sales potential form to the Treasurer's office.
  7. All money collected for a fundraiser is to be deposited with the Treasurer's office on a daily basis.

**Fund Raising Activities by Independent Outside Groups:**

Independent outside groups usually consists of Parent Teacher Associations and Booster Clubs.

These organizations will manage their own finances when conducting fund raising activities and make donations to the school for the organization as they select. Such contributions may be designated either for a specific purpose or for expenditures at the discretion of the principal.

The principal, building cashier, or other staff member may not be involved in receipting, depositing, or accounting for activities of any parental group or outside organization during school hours.