



## WSD ASB: Fundraising / Activity Request Form

☐ ASB | ☐ ASB Charitable | ☐ Community/Outside Organization

### A. Request for Pre-Approval of Fundraiser (*at least two weeks prior to fundraiser*)

Building: WHS | WJH | MES | SME | MSSE

Team/Club Name: \_\_\_\_\_ Account No. \_\_\_\_\_

Proposed Fundraising Activity: \_\_\_\_\_

*If this activity is a school dance please attach the dance planning form with this activity / request*

Intended Use of Proceeds: \_\_\_\_\_

Estimated Revenue: \$ \_\_\_\_\_ Estimated Expenses: \$ \_\_\_\_\_

(Estimated Revenues) - (Estimated Expenses) = Estimated Profit: \$ \_\_\_\_\_

Will the fundraiser be held for the benefit of an organization outside the district? YES NO (*circle one*)

If yes, please attach a copy of the name, address and phone number of the organization.

***Please attach a copy of signed Club Minutes (if applicable)***

Date(s) of the Fundraiser: Start: \_\_\_\_\_ End: \_\_\_\_\_

#### Approvals

Team/Club Leader (*student*): \_\_\_\_\_ ASB Bookkeeper: \_\_\_\_\_  
(*Signature & Date*) (*Signature & Date*)

Coach/Club Advisor (*staff*): \_\_\_\_\_ Director Pre-approved: \_\_\_\_\_  
(*Signature & Date*) (*Signature & Date*)

ASB Executive Officer (*student*): \_\_\_\_\_ ASB Advisor: \_\_\_\_\_  
(*Signature & Date*) (*Signature & Date*)

***Remember, Fundraising & Activity Requests Must be First Pitched to the Student Activities Director for Pre-Approval.***

### B. Steps Following Approval: Request must be approved by all parties BEFORE event can take place

1. Send Copy of "Pre-Approval of Fundraiser" to ASB Secretary.
2. Order all needed materials or supplies with a Purchase Order Requisition through the ASB Secretary.
3. If needed, complete a Contract with vendor after obtaining Requisition Approval.
4. Request a cash-box from the ASB Secretary (*if needed*)
5. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for all goods sold.
6. Obtain appropriate record-keeping forms from ASB Secretary (*all forms must accompany money*)
7. Turn all money **INTACT, COUNTED, and VERIFIED** into ASB Secretary for deposit. **Do not take expenses from money collected.**

### C. Accounting Summary of Fundraiser

1. Anticipated Revenue (*amount you expected to have collected based on actual sales*) | \$ \_\_\_\_\_
2. Total Actual Revenue | \$ \_\_\_\_\_
3. Total Cost of Goods Sold (*your cost for items sold*) | \$ \_\_\_\_\_
4. Other Expenses (*decorations, supplies, etc.*) | \$ \_\_\_\_\_



## WSD ASB: Fundraising / Activity Request Form

5. Total Expenditures | \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
(line 3 + line 4)

6. Net Profit (loss) | \$ \_\_\_\_\_  
( line 2 - line 5)

### D. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate and all required documentation has been received:

Team/Club Leader (student): \_\_\_\_\_ ASB Bookkeeper: \_\_\_\_\_  
(Signature & Date) (Signature & Date)

Coach/Club Advisor (staff): \_\_\_\_\_ Director Pre-approved: \_\_\_\_\_  
(Signature & Date) (Signature & Date)

ASB Executive Officer (student): \_\_\_\_\_ ASB Advisor: \_\_\_\_\_  
(Signature & Date) (Signature & Date)

**Once Completed: Copies to the following:** ☐ ASB Secretary | ☐ ASB Team/Club | ☐ Student Activities Director



## WSD ASB: Fundraising / Activity Request Form

### Final Approval of Reconciliation

**A. Submit ASB Activity Request for Pre-Approval of Fundraiser** (*at least TWO weeks prior to fundraiser*)

**B. Reminders**

- Order all needed materials or supplies with a Purchase Order through the ASB Secretary.
- Any vendor contracts must be reviewed and approved by the building principal before obtaining Purchase Order approval. Advisors cannot sign contracts.
- Request a cash-box (if needed) TWO days prior to event from the ASB Secretary.
- Conduct / supervise fundraiser, monitoring all cash and goods. Current inventory documentation should be maintained for goods being sold.
- Obtain appropriate record keeping forms from ASB Secretary (All forms must accompany money in order for the deposit to be made).
- Turn all money into ASB Secretary for deposit on a daily basis. (Students and Advisors cannot keep fundraising money overnight.) Do not take expenses from money collected.

**C. After Completion of Fundraiser**

1. Complete and submit the following forms:
  - a. Accounting Summary of Fundraiser
  - b. Sales Evaluation
  - c. Fundraising Final Reconciliation (*Part C of the WSD Fundraising Form*)

**D. Approval of Final Reconciliation**

1. Confirm completion and accuracy of fundraising forms with ASB Council and Secretary

### ASB Fundraising Reminders

- ☐ **Purchasing and Reimbursements** – All must be pre-approved. Individuals may be held personally liable for a purchase that has not been approved in advance.
- ☐ **Handling ASB Money** – ASB money must always have a paper trail and must never be unsecured.
- ☐ **Fundraising** – All ASB fundraisers must be pre-approved, parent permissions forms must be signed when needed, products must be inventoried before and after the sale; receipt log sheet and end cash count sheet necessary to track flow of money. Reconciliation of fundraiser must occur in a timely manner. All fundraising records must be kept with ASB Secretary.
- ☐ **Resale / In Out** – Resale is often used for t-shirts and sweatshirts that students keep; ensure money is collected in advance of giving students items.
- ☐ **Vendors** – Always make sure deliveries are made to the school or district office; accepting “gifts” may be a violation of the code of professional conduct.