



Wahluk School District

Fundraising / Activity Request Form

ASB

ASB Charitable

Community/Outside Organization

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

School: _____ 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: _____

Estimate 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 (Hoffman): _____
(Signature & Date) (Signature & Date)

Coach/Club Advisor (staff): _____ **Director Pre-Approval** (Barba): _____
(Signature & Date) (Signature & Date)

ASB Executive Officer (student): _____ ASB Advisor (Brannock): _____
(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 <i>(amount you expected to have collected based on actual sales)</i>	\$ _____
2. Total Actual Revenue	\$ _____
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 + line 4)</i>
6. Net Profit <i>(loss)</i>	\$ _____
	<i>(line 2 - line 5)</i>

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 (Hoffman): _____
(Signature & Date) (Signature & Date)

Coach/Club Advisor (staff): _____ Activities Director (Barba): _____
(Signature & Date) (Signature & Date)

Student Leadership (student): _____ ASB Advisor (Brannock): _____
(Signature & Date) (Signature & Date)

Once Completed: Copies to the following:

ASB Secretary

ASB Team/Club

Student Activities Director



Fundraising Order of Procedures

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 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.