



Entiat School District

ASB FUNDRAISING PACKET & CHECKLIST

- Complete a Fundraising Approval Form (Submit to ASB 2 weeks prior to beginning of fundraiser.)
- Approval of fundraising form back from ASB
- Parental Permission Forms Completed (if applicable)
- Requisitions submitted
- Copy of Contract (if applicable)
- Beginning Inventory Count
- Inventory Check-Sheets
- Ending Inventory Count
- List of unsold merchandise
- List of fines (if applicable)
- Documentation of unsold/returned product
- Final reconciliation of 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 yes, please attach a copy of the name, address and phone number of the organization.		
Dates of the Fundraiser:	Start: _____	End: _____
Team/Club Leader (student): _____	ASB Bookkeeper (staff): _____	
<i>(Signature & Date)</i>	<i>(Signature & Date)</i>	
Coach/Club Advisor (staff): _____	Principal's <i>Pre-Approval</i> : _____	
<i>(Signature & Date)</i>	<i>(Signature & Date)</i>	
Student Leadership (student): _____	Activity Coordinator: _____	
<i>(Signature & Date)</i>	<i>(Signature & Date)</i>	

B. 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. Estimated Revenue (<i>from section A above</i>):	\$
2. Total Actual Revenue Received (amount you should have collected based on actual sales)	\$	_____
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): _____	ASB Bookkeeper (staff): _____
<i>(Signature & Date)</i>	<i>(Signature & Date)</i>
Coach/Club Advisor (staff): _____	Principal: _____
<i>(Signature & Date)</i>	<i>(Signature & Date)</i>
Activity Coordinator: _____	
<i>(Signature & Date)</i>	

Once Completed: Copies to the following: ASB Bookkeeper and ASB group/activity

Inventory Check-Out Sheet

Student Name: _____

Student and Advisor must sign each time product is checked out, money is turned in, product is returned or fine is placed on student's account.

PRODUCT CHECKED OUT

			A	B	C		
Date	Student Signature for Product Checked Out	Advisor Signature	# of Product Checked Out	Unit Price of Product	\$ Amt of Product Checked Out $A \times B = C$		
TOTAL							

PRODUCT SOLD/MONEY TURNED IN

			D	E	F	G	H
Date	Student Signature for Product Sold/Money Turned In	Advisor Signature	# of Product Sold	Unit Price of Product	\$ Amt of Sold Product Student Should Turn In $D \times E = F$	Actual \$ Amt of Sold Product Turned In	Total Owed for Sold Product $F - G = H$
TOTAL							

PRODUCT RETURNED

			I	J	K		
Date	Student Signature for Product Returned	Advisor Signature	# of Unsold Product Returned	Unit Price of Product	\$ Amt of Product Returned $I \times J = K$		

PRODUCT NOT RETURNED

			L	M			N
Date	Student Signature for Product <u>NOT</u> Returned/ Fine on Account	Advisor Signature	# of Unsold Product NOT Returned	Unit Price of Product			Total Owed for Unsold Product Not Returned $L \times M = N$

Note: (1) # of Sold Product + Returned Product + Not Returned should equal the # of Product Checked Out.

TOTAL OWED (H+N)

(2) Submit the Check-Out Sheet to the ASB Bookkeeper so any fines can be placed on the student's account.

Inventory Check-Out Sheet

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Note: (1) # of Sold Product + Returned Product + Not Returned should equal the # of Product Checked Out.

TOTAL OWED (H+N)

(2) Submit the Check-Out Sheet to the ASB Bookkeeper so any fines can be placed on the student's account.

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