

ASB Fundraiser Packet

Group/Club Name: _____

Fundraiser Name: _____

Start date: _____

End date: _____

Completion of this packet is a requirement specific to ASB fundraisers. Anytime money is collected or items are sold, it is considered a fundraiser. All ASB Fundraising Proposals must be submitted to the Administrator in charge of ASB Fundraising no later than three weeks prior to the proposed start of the fundraiser. You cannot start your fundraiser until it has been formally approved by the student body and all of the approvers listed on the ASB Fundraising Proposal Form. As you complete the forms that are included in this packet, you will need to submit them to the ASB bookkeeper so that they can be kept on file for auditing purposes.

Required Forms:

- ☐ ASB Fundraising Proposal
- ☐ Advisor's Acknowledgement of ASB Fundraising Responsibilities
- ☐ School Fundraiser Permission Form
- ☐ Purchase Request (as needed)
- ☐ ASB Fundraiser Check-Out & Check-In (only required if merchandise or tickets are checked out to students)
- ☐ ASB Fundraising Final Reconciliation
- ☐ Request for Cash Box (only if needed)
- ☐ Ticket Form (only if needed)
- ☐ Deposit Form

ASB Fundraising Request & Proposal

REQUEST FOR PRE-APPROVAL (submit to Administrator three weeks prior to fundraiser)

Group/Club Name: _____ Date: _____

Club Advisor/Coach Responsible for Fundraiser: _____ Group/Club Acct #: _____

Proposed fundraising activity: _____

Description (include product/merchandise/service): _____

Start date: _____ Estimated revenue: \$ _____

End date: _____ Estimated expenses: \$ _____

Location: _____ Estimated profit: \$ _____

Intended use of proceeds: _____

Will fundraiser benefit an organization outside the district? ☐ Yes ☐ No

If yes, include the name, address & phone number of organization: _____

APPROVAL OF FUNDRAISER

Date approved by student body: _____

If not approved, reason why: _____

Club Advisor/Coach Signature _____ Date _____

Activities Coordinator Signature _____ Date _____

ASB Bookkeeper _____ Date _____

Administrator _____ Date _____

Steps after Approval:

1. Complete Club Advisor/Coach Acknowledgment of **ASB Fundraiser Responsibilities Form**.
2. Complete a purchase order request from, contract and/or order the items needed for the fundraiser in cooperation with the ASB Bookkeeper.
3. Conduct the fundraiser. Be sure to monitor all cash and goods. Keep an inventory of items being sold using the **ASB Fundraiser Check-Out & Check-In Form**.
4. Turn in all money intact to the ASB Bookkeeper for deposit on a daily basis. Do not pay expenses from money collected.
5. Keep all related records including invoices and receipts.
6. Complete the **ASB Fundraising Final Reconciliation Form**.
7. Items not sold must be placed into inventory and outstanding merchandise and must be reported to the ASB Bookkeeper.
8. Verify that all required documents have been submitted to the ASB Bookkeeper.

Club Advisor/Coach Acknowledgement of ASB Fundraising Responsibilities

Group/Club Name: _____

Fundraiser Name: _____

Start date: _____

End date: _____

In order to meet State Law and Audit Requirements, the following guidelines must be followed:

- ☐ Obtain proper pre-approval via the **ASB Fundraising Proposal Form**.
- ☐ Fundraisers for charitable causes (e.g., Red Cross) must include documentation such as flyers or announcements that indicate that those contributing were informed of the recipient. These funds must be deposited in the ASB.
- ☐ All moneys collected must be turned in to the ASB bookkeeper in a timely manner (State law requires that funds are deposited within 24 hours of receipt). ASB funds cannot be deposited in a separate account by a club advisor or coach.
- ☐ Payment for goods is never to be paid directly from moneys received. Any payment to a vendor is done in cooperation with the ASB Bookkeeper, **all purchases must be pre-approved using the ASB Purchase Order Request Form**.
- ☐ If merchandise or tickets are issued to students, you must maintain adequate records of inventory for each item issued using the **ASB Fundraiser Check Out & Check In Form**. Obtain financial reports from the school business office to track sales.
- ☐ Upon completion of the fundraiser, complete the **ASB Fundraising Final Reconciliation Form**. The purpose of this form is to finalize the fundraiser and ensure accountability of the inventory.
 - When merchandise or tickets are sold, 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, the balance must be provided to the ASB Bookkeeper so that a fee can be put on the student's account for the balance due.
- ☐ Submit the completed forms to the ASB Bookkeeper including copies of invoices and receipts. This information will then be filed so that it will be available for audit upon request.

I have read the fundraiser guidelines above and agree to follow them to ensure that paperwork is completed as required by Washington State Law, Washington State Auditor's Office and Walla Walla Public Schools.

Print Name

Signature

Date

School Fundraiser Permission 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"/> ASB-Sponsored School Activities
<input type="checkbox"/> Collection of Donations	<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

ASB Fundraiser Check-Out & Check-In Form

Group/Club Name: _____ Fundraiser Name: _____

Complete @ Item Check Out					Complete @ Item Check In			
Date	Student Name	Type of Item	# of Items or Range Checked Out	Student Initials	# of Items or Range Checked In	Item Balance	Money Turned In	Student Initials
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	
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							\$	
							\$	
							\$	
							\$	
							\$	
TOTALS							\$	

Club Advisor/Coach Name _____

Signature _____

Date _____

ASB Fundraiser Final Reconciliation

Completion of this form finalizes your fundraiser. If the amount of money and/or items that are returned by any student is less than what was checked out to them, please attach a list indicating their name and the amount for which they are responsible. Fines will then be placed on their accounts. Your club/group account will be credited as these fines are paid. Please submit your completed fundraising packet to the ASB bookkeeper.

Group/Club Name: _____

Name of Fundraiser: _____

Actual start date: _____ Actual end date: _____

FUNDRAISER EVALUATION:

How would you rate this fundraiser?	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement
How would the students rate this fundraiser?	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement
List anything about this fundraiser that should be changed if done again:			
Total number of fundraiser participants: (must match number of <i>School Fundraiser Permission Forms</i>)			

MERCHANDISERECONCILIATION:

		Units	Price per Unit	= Total
A	Merchandise purchased (purchase price) (attach all invoices)		\$	\$
B	Merchandise returned to vendor		\$	\$
C	Subtotal of merchandise available for sale (A – B)		\$	\$
D	Merchandise sold (price items were sold for)		\$	\$
E	Unsold merchandise/inventory		\$	\$
F	Merchandise on student fines list (attach list)		\$	\$
G	Subtotal of merchandise accounted for (D + E + F)		\$	\$
H	Merchandise variance (C – G)*			

*Explain any variance greater than 0: _____

REVENUE RECONCILIATION:

		Units	Price per Unit	= Total
I	Actual cash receipts minus any donations received			\$
J	Merchandise sold (D)		\$	\$
K	Difference (I – J)**			\$

**Explain any difference greater than 0: _____

NET PROFIT/LOSS:

L	Actual cash receipts/revenues (attach all receipts including donations)	\$
M	Other expenses (incentives, supplies, etc.)	\$
N	Net profit (L-C-M)	\$

Club Advisor / Coach

Signature

Date

ASB Student Treasurer

Signature

Date