

How to do a Fundraiser

The reality of today is that school finances are under scrutiny more than any other times in the past. Though there may seem to be excessive procedures, they are in place not only to protect the school district, MHHS, but more importantly to protect YOU (the teacher, club advisor, or coach). If at any time you have questions, please call Jolene Clark (x2713) or Shez Sirimanne (x2760).

IMPORTANT REMINDERS:

- NO RAFFLES OR GAMES OF CHANCE
- NO SELLING OF FOOD ITEMS
- NO CO-MINGLING OF FUNDS (Mixing School District accounts with ASB accounts)
- **A PURCHASE ORDER (P.O.) IS REQUIRED ON EVERY ORDER OF GOODS AND/OR CONTRACT FOR SERVICES BEFORE ANY AGREEMENTS ARE FINALIZED.**

Once you have decided on a fundraiser...

Step 1: Fill out a Fundraiser Request Form and turn it into Finance Office

- Forms are available in the ASB Room, Finance Office, or Self-Help File
- Please submit forms for approval to the Finance Office **NO LATER THAN 2:45 PM EACH WEDNESDAY, before** the desired start date of the fundraiser.
- **DO NOT START** the Fundraiser, until it has been approved by the ASB Senate.
- You will be notified if your fundraiser has been approved or disapproved on the Friday following your submission.

Step 2: Document sales, turn money in directly to Finance

- For your protection, please use the Sales Revenue Analysis Form to document your daily totals for on-campus sales and turn in cash collected on a daily basis
- If students collect money individually, have them turn in money **DIRECTLY** to the Finance Office. **DO NOT COLLECT OR STORE ANY MONEY FOR STUDENTS.**
- See Jolene Clark in the Finance Office regarding the details of your fundraiser and/or to request a Purchase Order for fundraiser items

Step 3: Analyze Sales and Order Goods

- Turn in Sales Revenue Analysis Form to Jolene and check that all students have deposited their monies with Jolene
- Place order with the company using your Purchase Order number. Make sure to remind the company to place the P.O. on the delivery. If there is no P.O., then the goods will not be accepted by the Receiving Department.



Fundraiser Requisition

In order to have a successful fundraiser, it is imperative that you adhere to the following procedures. Failure to do so will cause your ASB account to be frozen with any unapproved funds transferring back to ASB General.

1. All teams, clubs and other booster organizations must have written approval from the ASB before beginning any fundraiser. (A copy of this form will be returned to the advisor/coach's mailbox).
2. All proceeds of fundraiser items must be turned into the bookkeeper immediately following the activity. The funds will be deposited directly into your organization's ASB account.
3. Each group is allowed to conduct on campus fundraisers for a maximum of 10 school days.
4. This form is required to coordinate and calendar fundraisers so that duplicate selling does not occur and must be received a minimum of two weeks in advance.
5. No food product may be sold that is competition with the cafeteria.

Name of Organization _____

Faculty Advisor _____

Description of Fundraiser _____

Purpose of Fundraiser _____

Date(s) of Fundraiser: Begin _____ End _____

Estimated Cost of Items: _____

Sale Price of Items: _____

Estimated Profit: _____

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ASB USE ONLY

Approval Granted _____

Approval Denied _____

ASB Treasurer _____

Activities Director _____

Date _____

Distribution:

Finance

Student Council

Organization

