



# Fundraising for Activity Funds 2015-2016

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## ***DISTRICT-LEVEL AUTHORIZATION***

1. The fundraiser company/organization shall submit a proposal to the Principal/Assistant Superintendent in order to be considered for District authorization prior to contacting any sponsor. The proposal shall include complete descriptions of the products or services, including photographs or samples when available.
2. The terms of the agreement must be explicit in the proposal and must include the following:
  - Profit margin or percent that can be earned;
  - Minimum purchase (quantity);
  - Shipping/handling and other costs;
  - Contact person for resolution of problems with product/service;
  - Policy regarding return of items not sold.
3. The company/organization is encouraged to provide testimonials from other school district administrators who may be contacted for reference.

## ***CAMPUS AUTHORIZATION***

1. Fundraising activities must have the prior approval of the Principal/Assistant Superintendent. Each sponsor wishing to participate in a fundraiser shall complete the [Request for Fundraiser Approval](#) form and submit it to the Principal/Assistant Superintendent for approval.

2. The Principal/Assistant Superintendent shall ensure that no such agent contacts a sponsor or teacher without first gaining campus authorization from the appropriate administrator.

### ***GENERAL GUIDELINES FOR A FUNDRAISER***

1. Sponsors shall work with the Campus Secretary in depositing and disbursing the money.
2. The Principal/Assistant Superintendent shall ensure that all sponsors have been informed of the proper administrative procedures and that they have been given access to the cash management procedures.
  - All profit must be used to benefit the student group responsible for raising the money; therefore, the profit cannot be used to benefit the faculty or staff.
  - The sponsor shall submit all money to the campus secretary as received: staff may not cash personal checks from money collected.
  - The sponsor shall NOT use cash for purchases, even if the purchases benefit the students involved. Payments for any purchase must be made by a check drawn against the activity account. Sponsors shall complete and submit a [Activity Purchase Requisition](#) form prior to having a check drawn for payment.
  - The sponsor shall total cash and checks and complete the proper forms prior to submitting a deposit to the campus secretary.

- Money and checks are not to be kept at an employee's home and should be turned in on a routine basis. A sponsor should not keep over \$50 on hand overnight. All money should be in a locked cabinet or vault.
- Merchandise must be kept in a secure, locked place to avoid loss by theft. The sponsor is responsible for the safekeeping of the merchandise.

### ***ACCOUNTABILITY AND RECORD KEEPING***

The sponsor handles the daily operating of the fundraiser: collecting orders, distributing merchandise, collecting funds, providing receipts for funds collected and turning in the money to the campus secretary on a regular basis. In addition, the sponsor is responsible for the final accounting to show not only total income and expensed but also to analyze the markup, losses, etc. This final detailed analysis helps the sponsor and the Principal/Business Manager determine the effectiveness of the project.

1. During the operation of the fundraiser, the sponsor shall be responsible for keeping accurate records for all aspects of the project:
  - Distribution list ([Fundraising Merchandise Distribution Record](#) form) and any other inventory control lists.
  - Daily collection lists ([Fundraising Collections Record Form](#)) and copies of receipts given for funds collected.
  - Copies of invoices and Payment Request Forms.
  - Copies of deposit receipts.

- Documentation for returned items, spoiled/lost items, etc.
  - Any other documentation related to the project.
2. The Campus Secretary shall keep the Principal/Business Manager informed of the status of fundraising attempts.
  3. The sponsor shall gather all of the above data and complete the [Summary Report for Fundraiser](#) form within 10 days after the end of the fundraiser.
  4. The copy of the summary report shall be filed with the Principal and a copy will be kept by the sponsor and the original form should be file with the Business Manager.
  5. The Principal shall review the final summary report with the sponsor.
  6. The Principal/Business Manager shall inform all staff of the seriousness of financial trustworthiness and accuracy. Any suspicion of inaccurate or inappropriate management of such funds shall warrant an investigation by the Principal/Business Manager.
  7. Should the Principal/Assistant Superintendent/Business Manager determine that policies or guidelines have not been followed, he/she shall request an audit. Depending upon the seriousness of the findings, the Principal/Assistant Superintendent/Business Manager shall confer with the Superintendent/Human Resources Department to determine possible disciplinary action against the employee.

## **CASH MANAGEMENT**

1. Contact campus secretary/administration secretary for deposit bags and receipt books for the fundraiser.
2. Separate bills, coins and check/money orders. Do not accept temporary checks.
3. Deposit must be labeled with amount collected in cash and checks on the [Cash Accountability and Deposit](#) Form. This amount must be verified by campus secretary or an administrator before the money is turned over. A receipt should be given to the sponsor from the campus secretary to verify the funds.
4. DO NOT ever leave money unattended.
5. DO NOT ever send money through campus mail.