

Important Guidelines for Fundraising Activities

- All fundraising activities must be approved by the Principal at least fifteen (15) days prior to the fundraising activity. Submit the completed fundraising and financial transaction form to the controller.
- Fundraisers are to be conducted by students with their advisor present when on-campus, their parent/guardian when off-campus during individual sales, and if a team fundraiser such as a carwash the advisor must be present. For the safety of the students there is to be no door-to-door selling. Teachers/advisors may NOT conduct fundraising activities by themselves.
- Fundraisers involving ready-to-eat food may not be conducted on school grounds during the school day or after school. Pre-sale orders of food are authorized and distribution will occur after the school day upon the vendor's delivery at school. No fundraiser sales of individual candy bars are authorized at any time
- A pre-numbered receipt, a ticket control form, or a tally sheet to track your sales is required to document the sales. See the School Site Controller for these forms and tailor to the specific fundraiser to hand out to students prior to the start of the fundraiser.
- It is important that students follow safe money handling procedures during the fundraiser. Students are responsible for sales and money/checks received from sales from the moment they accept funds until they turn in funds and form to student store.
 - Students conduct their sales or pre-order sales by contacting school staff, and known family and friends. For the safety of the students there is to be no door-to-door selling.
 - Sales must be documented on the form provided to include: who they sold to, amount, and method of payment. This is required to provide proof of sales to verify amount of cash/checks expected, a list of the customer's ordered items, and, if necessary, provide a refund.
 - The columns are to be totaled at the bottom and the student ensures the funds match the totals before turning in. If an order was not paid for then it must be lined out and not included in the count. Only paid sales/orders will be processed. This aids in facilitating an efficient turn-in process in the student store.
 - Turn form and all funds in to the student store during lunch before the due date. There is to be no other person (parent, coach, or vendor) to handle funds. The chain of custody for funds is from student to school. Fundraising turn in can be done with the controller by exception.
- For events like dinners, concerts, tournaments, etc. a sales form is required for proof of sales versus amount depositing. Complete a deposit form, including signature of both persons involved with the counting, and attach a copy of the pre-numbered receipts, ticket control form, or the tally sheet as backup. For on-campus events, contact the custodian or campus security to escort you to the money drop box. Off-campus events must have money and deposit form with documentation brought to the controller on the next school day. For multi-day events deposit funds collected daily.
- Do not use cash from your fundraiser to buy additional supplies or treat the group to lunch, etc. Turn in original receipts for additional supplies attached to a check request for reimbursement of supplies. Prior approval should be in place for all expenditures.
- All monies collected must be used for the benefit of the entire group and be either a group fundraiser or individual student fundraiser to cover specific expenses (e.g. camp, field trip, etc.). If individual fundraiser, the amount of credit available is determined after all expenses for the fundraiser has been paid. The sales amount is not what is earned.
- Students may not be REQUIRED to participate in fundraising activities. They may be required to attend a fundraising activity but not pre-sell items.
- No student may be excluded from participation in a field trip or activity based on their ability to pay or their participation in fundraising activities.