

Golden Valley High School

Fundraising Checklist

- _____ Contact the Activities Director to discuss fundraising ideas
- _____ Discuss the ideas with your class/club. Make sure that the minutes from your meeting reflect the fundraiser.
- _____ Decide on a date for your fundraiser. Plan for an alternate date just in case there is another class/club doing a similar fundraiser on the initial date.
- _____ Fill out the “Event Request” form and submit to the Activities office for ASB approval.
- _____ Fill out a “Purchase Order Request” form, if necessary. Make sure that the minutes from your meeting reflect approval for the request.
- _____ Once the items have arrived that you plan to sell, inventory the items received against the invoice sent by the company.
- _____ Keep accurate records of what a student checks out, what they sell, and what they return. Be sure to issue a receipt to the student when they return unsold items or money.
- _____ Deposit money during the fundraiser to the finance office. Do not keep money in your classroom. You are responsible for the funds until deposited in the finance office.
- _____ Complete a “Check Request” form to pay for the merchandise. Make sure that the minutes from your meeting reflect the approval to pay the purchase order. Please keep your invoice and attach it to the completed form.
- _____ Complete the bottom portion of the “Event Request” form and return it to the finance office to close the records for that event.