

ASB FUNDRAISING PACKET

General Instructions

1. Plan Ahead. Complete and submit the ASB Fundraising Intent Form and all requisitions needed for the fundraiser to the Secretary. Attach detailed club minutes showing student approval.
2. Set a beginning and ending date and stick to it.
3. Purchases must be made using a district purchase order or purchasing card- NOT AN INDIVIDUAL'S NAME.
4. Send the Parent/Student Acknowledgement of Fundraising form to all parents to inform them that their student is responsible for all goods checked out. Do not allow a student to check out merchandise until the form is completed and returned.
5. Deposit all monies DAILY with the secretary. DO NOT take money home, store it in your classroom or deposit it in a non-district bank account. Fill out the Fundraiser Event Deposit form when your club will be receipting money at an event and depositing it with the Secretary or at the bank (do not put the form in your bank deposit bag- turn it in to the Secretary). All monies should be turned into the club advisor or the fundraiser lead so they can deposit the funds with the Secretary.
6. Use the Fundraiser Check-Out Sheets for checking out product to students and reconciling cash and product when returned. Students must sign for merchandise when it is checked out and returned. Products must be reconciled to sales immediately when students return them. Secure the inventory. If a fundraiser lasts longer than one month, inventory must be reconciled at least monthly.
7. At the end of the fundraiser, complete the ASB Fundraiser Reconciliation and the ASB Fundraiser Profit/Loss Statement and submit them with the completed Fundraiser Check-Out Sheets and Parent/Student Acknowledgement of Fundraising forms to the Secretary.

Parent/Student Acknowledgement of Fundraising Sale

Dear Parent:

The _____ has decided to sell _____ as a fundraiser to support activities. We plan to use the profits for _____.

Certain guidelines are necessary and we ask that you read this carefully and review it with your son or daughter before the sale begins.

1. Your student will have total responsibility for the product. If it is lost or stolen, he or she must pay for that amount.
2. Merchandise should never be left in lockers or unattended in classrooms.
3. It is not necessary for a student to carry boxes of the product with him or her during the school day. It is suggested that students pick up the product from school at the end of the school day.
4. It is also recommended that the student carefully count all merchandise that is checked out to them prior to signing for the product.
5. Full credit will be given to the student for any unopened merchandise returned to the school.
6. Either the merchandise checked out to your son or daughter, or the appropriate amount of money must be returned by the end of the sale.
7. Money collected should be turned in exactly as collected. Please do not deposit to a personal account and write a check for the total.

Sincerely,

Principal

I have read the sale guidelines and agree to allow my son/daughter to participate in the fundraiser described.

(Parent Signature)

(Student Signature)

(Date)

Fundraiser/Event Deposit

Fundraiser/Event: _____

Club/Team Name: _____

Cash Count

1's _____

Pennies _____

5's _____

Nickels _____

10's _____

Dimes _____

20's _____

Quarters _____

50's _____

Halves _____

100's _____

Checks _____

Total Cash \$ _____

Total Change/Checks \$ _____

Total Deposit = Cash + Change + Checks (A) _____

Less Startup \$ if applicable (B) _____

Total Revenue (A-B) \$ _____

All money must be deposited intact (exactly as collected)

Advisor _____

Date _____

Student _____

Date _____

Fundraiser Check-Out Sheet

Fundraiser/Event: _____ Club/Team Name: _____

Student Name: _____ Teacher Name: _____

Date	Student Signature	Type of Merchandise	Quantity Checked Out	Quantity Checked In	Merchandise Balance	Money Turned In

Total Items Sold (A) _____ Price Per Item (B) _____

Expected Revenue (A x B) _____ Total \$ Turned In _____

Amount Owing (Expected Revenue – Total \$ Turned In) _____

Student _____ (signature & date) Teacher _____ (signature & date)

Fundraiser Check-Out Sheet

Fundraiser/Event: _____ Club/Team Name: _____

Student Name: _____ Teacher Name: _____

Date	Student Signature	Type of Merchandise	Quantity Checked Out	Quantity Checked In	Merchandise Balance	Money Turned In

Total Items Sold (A) _____ Price Per Item (B) _____

Expected Revenue (A x B) _____ Total \$ Turned In _____

Amount Owing (Expected Revenue – Total \$ Turned In) _____

Student _____ (signature & date) Teacher _____ (signature & date)

ASB FUNDRAISER RECONCILIATION

SUBMIT WITHIN 1 WEEK AFTER FUNDRAISER END DATE

Fundraiser/Event: _____

Club/Team Name: _____

REVENUE RECONCILIATION*

Product Sales Price _____

1. Number of items sold _____
2. Expected revenue (#1 X Sales Price) _____
3. Actual revenue _____
4. Over/Short (#3 minus #2) _____
5. Over/Short explanation _____

INVENTORY RECONCILIATION*

- A. Beginning Inventory or Ticket # _____
- B. Number of items sold (must equal #1 above) _____
- C. Ending Inventory or Ticket # _____
- D. Over/Short _____
- E. Over/Short explanation _____
- F1. Secure location of ending inventory _____

OR

- F2. Number of perishable items discarded _____

I hereby certify that the above accounting information is complete and accurate.

Team/Club Leader (student officer) _____ Coach/Club Advisor (staff) _____
(signature & date) (signature & date)

ASB Secretary _____ Student Council Member (student officer) _____
(signature & date) (signature & date)

Student Council Advisor (staff) _____
(signature & date)

**If multiple items are sold at varying prices, please attach the Multiple Item Sales/Inventory Reconciliation.*

ASB Fundraiser Profit/Loss Statement

Estimated Profit from ASB Fundraising Intent Form

Estimated Expenses (A): _____

Estimated Revenue (B): _____

Estimated Profit (B-A): _____

Actual Profit/Loss

Actual Expenses (C): _____

Actual Revenue (D): _____

Actual Profit or Loss (D-C): _____

Difference between expected and actual profit/loss _____

Possible reasons for variance:

Based on the results of this fundraiser would you do it again?

Why or why not?

Team/Club Leader (student officer) _____ Coach/Club Advisor (staff) _____
(signature & date) (signature & date)

ASB Secretary _____ Student Council Member (student officer) _____
(signature & date) (signature & date)

Student Council Advisor (staff) _____
(signature & date)