

OCEAN VIEW HIGH SCHOOL

FUND RAISING PROCEDURES

The following guidelines serve several purposes.

- First, the ASB is mandated by State and District policy to follow rather specific procedures regarding approval, money handling, and accountability of fund raising efforts by student body organizations.
- These guidelines will help your organization select, plan, predict outcomes, encourage accurate records, and measure success of your efforts.
- Club/Sport fundraisers are a favorite target of auditors. Therefore, there is a necessary paper trail to protect all parties involved. The OVHS Group Fundraiser/Activity Approval Form is a crucial piece of that paper trail. This form is attached and must be completed. Estimate anticipated profits to the best of your ability.

TIPS

- **PLAN AHEAD – ASB APPROVAL IS NECESSARY BEFORE ANY MERCHANDISE MAY BE PURCHASED AND SOLD BY STUDENTS.** This process will take about one week.
 - Selection of a good fundraiser is no easy task. Evaluation of many factors (sales force, sale item, target customers, profit potential and other predictable expectations) is a must.
 - Fundraisers are approved on a first come first served basis.
 - If a fundraiser request is denied, it is usually due to a conflict with another group's fundraiser approved earlier. To avoid this, check with Activities' Secretary.
1. Select a sale date and check school calendar with Activities' Secretary.
 2. Fill out the Fundraiser/Activity Approval form and wait for the ASB approval. Once your fundraiser is approved, your activity will be placed on the calendar.
 3. Fill out "Request for Purchase Order" and give to ASB Bookkeeper for ASB approval.
 4. After the ASB approves the sale and purchase order, you will be issued a "Purchase Order Number." **NOW**, you may order your merchandise. **NEVER** order merchandise before a P.O. number is issued.
 5. After receiving and counting your merchandise, the Advisor should sign the "invoice" from the vendor and return it to the Financial Office. Also take care to provide safe and proper storage during sale.
 6. **RECORD KEEPING** of individual sales efforts is the responsibility of club or team and should include merchandise taken (initialed) and money received (receipted or initialed). Use the Club/Trust Organization Receipt Record.
 7. Daily deposits of money into your ASB Club account are suggested. When deposits are made to the ASB Bookkeeper, use the **Cash Collection Report Form** and have the money counted, sorted, and coins wrapped. We will provide the wrappers.
 8. If there are problems, seek help from the ASB Bookkeeper **IMMEDIATELY!**
 9. Candy Sales are **PROHIBITED.**
 10. No carbonated beverages on campus during the school day.
 11. No Raffles.
 12. Two or more groups **cannot** sell the same item during the same time frame.
 13. ASB is the **only** group permitted to sell any Seahawk Wear/Gear
 14. ASB is the **only** group permitted to have dances. Exception: Prom and Homecoming
 15. Fundraisers are to run for **two weeks only** unless the fundraiser benefits the whole student body. Ie: ASB, Grad Night, PTSA and Foundation. You may also conduct a fundraiser beyond the 2 weeks if it is at your own scheduled event. Ie: Athletic programs selling at home games and tournaments.

Thank you and good luck.

