

FUNDRAISING INFORMATION

State law and district policy requires that all ASB fundraisers must be approved by the school ASB. Failure to get pre-approval may result in loss of funds for the group or club. Make sure to follow all building, district and state guidelines when collecting funds from students.

General guidelines for fundraising:

1. Fundraisers must be pre-approved by the Activities Office. Fundraising proposal forms should be handed in to the Activities Office two weeks prior to the start of any fundraiser. After approval, a copy of the proposal will be given to the advisor. The bottom half of the proposal (reconciliation report) must be completed and submitted at the conclusion of the fundraiser. **The proposal and the reconciliation must have both the advisor's and a participating student's signature prior to approval.**
2. Only clubs or groups that are chartered groups of ASB are allowed to raise or expend funds.
3. All required paperwork must be completed prior to any orders or purchases for items to be resold. Most items sold during a fundraiser are sales tax exempt as long as an approved proposal is on file prior to the fundraiser beginning. See the Activities Office for more information.
4. If a club is crediting individuals for money raised, it is the responsibility of the advisor to track the individual student accounts. The Activities Office will track the overall budget of the group.
5. The Activities Office will monitor fundraiser proposals to not allow similar type fundraisers during the same time period.
6. Any funds collected from a student must be receipted on a district issued receipt and deposited in the same form as collected. You can not collect cash and then write a personal check. Receipt books may be checked out from the Activities Office. Make sure to return receipt books when the fundraiser is completed.
7. Funds must be deposited with the Activities Office in a timely manner. Deposit slips should be completed and handed in with the funds collected and the yellow copies of the receipts. Money handed in should balance with the yellow receipts from the district receipt book. A drop safe is available in the Activities Office for deposit after hours.
8. All fundraisers must be reconciled at the conclusion of the fundraiser. If students have unsold items or funds not turned in, the advisor should complete a fine slip. If the student has items that can not be returned, the advisor must notify the student that they will be charged for the cost of the item(s). Any remaining inventory must also be attached to the reconciliation report.
9. Failure to complete all required paperwork will result in forfeiture of profits by the group and possible restrictions on future fundraising.

**LYNNWOOD HIGH SCHOOL
FUNDRAISER PROPOSAL & RECONCILIATION SHEET**

PROPOSED FUNDRAISER

TODAY'S DATE: _____ GROUP: _____

DATE(S) OF FUNDRAISING (TWO WEEKS MAXIMUM): _____

TYPE OF FUNDRAISER: _____

WHAT WILL THE FUNDS BE USED FOR?: _____

ESTIMATED REVENUE, EXPENSES & PROFIT

_____ - _____ = _____
ESTIMATED REVENUE ESTIMATED EXPENSES ESTIMATED PROFIT

ADVISOR'S SIGNATURE

PARTICIPATING STUDENT'S SIGNATURE (required!)

APPROVAL TO BE COMPLETED BY THE ACTIVITIES OFFICE

ASB will sign upon approval and return a copy. Complete the reconciliation report and return after the fundraiser.

APPROVED BY

DATE

RECONCILIATION REPORT
TO BE COMPLETED **AFTER** YOUR FUNDRAISER

ACTUAL REVENUE, EXPENSES AND PROFIT

_____ - _____ = _____
ACTUAL REVENUE ACTUAL EXPENSES ACTUAL PROFIT

ARE THERE ANY ADDITIONAL FUNDS OWED? YES _____ NO _____
ATTACH A FINE SLIP FOR EACH STUDENT THAT STILL OWES MONEY.

IS THERE ANY REMAINING INVENTORY? YES _____ NO _____
ATTACH AN ACCURATE LIST OF ANY REMAINING INVENTORY.

THE INFORMATION PROVIDED ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

ADVISOR'S SIGNATURE

PARTICIPATING STUDENT'S SIGNATURE