

RICHLAND SCHOOL DISTRICT #400 Fundraiser Check List

- Student Council approval
- Completing the Fundraiser Approver Form will establish:
 - Obtain approval from the Principal and/or ASB Advisor, Coach, Club and ASB Bookkeepers
 - Timetable for starting and ending dates of the fundraiser
 - Prepare projection of anticipated revenues and expenditures
 - Determine a selling price for the merchandise
- Obtain parental permission for student to participate in fundraiser
- Request purchase order to the vendor via District purchasing procedure
- Receive merchandise
 - Count and sign for merchandise
 - Provide the ASB Bookkeeper with the receiving information (ie. packing slip)
 - Store merchandise in a secure place
- Check out merchandise to students
 - Use fundraiser check out sheets
 - Have students initial for merchandise received
 - Verify merchandise and money returned by students
- Turn in cash receipts **daily** to the ASB Bookkeeper
 - Count Cash – complete Cash Counting Tally Sheet
 - Reconcile to Sales
- At the end of the Fundraiser
 - Prepare fundraiser reconciliation report
 - Explain variances/document
 - Return unsold/unopened merchandise
- Maintain a file on the fundraising activity – include copies of:
 - Notice of intent to raise funds
 - A copy of contract with the vendor is applicable
 - Copy of purchase orders
 - Inventory sheets
 - Packing slips/or copy of original invoice
 - Copy of fundraiser request and reconciliation form (completed by advisor/coach)
 - Student check-out (record) sheets
 - Deposit receipts and deposit records (InTouch printout)
 - A list of the unsold merchandise
 - A receipt for UPS or the post office for the return of product
 - A copy of credit memo or a copy of the inter-activity transfer to the student store