

ASB FUNDRAISING

Resource Guide

Compiled by the WASBO ASB Committee
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www.wasbo.org ASB

<h2 style="margin: 0;">FUNDRAISING GUIDE</h2> <h3 style="margin: 0;">INDEX</h3>

What Makes it ASB?	4
Criteria	
Mandatory/not Mandatory	
School Board Authority Personal/Private Use	
Booster/Volunteer Funds	
Money Management	5
Parent Permission	
Choosing a Fundraiser	
Scheduling a Fundraiser	
Fundraising Procedures	7-10
Prior to the Sale	
Procedures During the Sale	
Procedures After the Sale	
Wrapping up Sales	
Inventory	
Fundraising Facts	11
CARS	11
Restrictions and Pitfalls.....	11-12
Legal	
Taxes	
Insurance	
Contracts	
Theft	
Gambling - Bingo, Raffles, Carnivals	12-13
License, Approval, Restrictions	
Private Money.....	13-14
Donations and Charitable Fundraising	
Washington State Benefits to ASB.....	15
Exempt Sales Tax	
Compensatory Tax	
Magazine Fundraisers	
Fundraising Check List	17

FORMS

Parental Permission for Fundraising	16
ASB Project Forecast.....	18
ASB Fundraising Deposit Form.....	19
Fundraising - Final Reconciliation.....	20-21
Resale Certificate (sample filled out)	22
Resale Certificate form	23

Copy additional forms from the WASBO ASB Procedures manual. Forms may also be found on the web site www.wasbo.org - ASB Committee - publications

Fundraising Section – ASB Manual

Merchandise Sales Report	FR-6
Fundraiser Check Out Sheets	FR-7
Fundraising Pre-Approval	FR-8
ASB Fundraising Profit Analysis	FR-10

Activity Coordinators Guide available on the WASBO website www.wasbo.org

Edited by Sharon Schmidt, Central Kitsap SD
and Sharon Suver-Jones, Issaquah SD
Reviewed by Richard Bonner, SAO

WHAT MAKES IT ASB??

It is an ASB event or fundraiser if:

Students are involved **and**
 The School district or School name is used **and**
 It is conducted on or off school property **and**
 It is done with the approval of the school board or their designees.

When all of the above are in place, funds raised must be deposited to the Associated Student Body Fund.

ASB is mandatory in grades 7 - 12 whenever students engage in money raising activities with the approval and under the supervision of the district. Each building must have a separate constitution. (WAC 392-138-011)

ASB is not mandatory in grades K - 6 **but** any money that is raised with the approval of and under the supervision of the district must be administered in the same manner as ASB money. (WAC 392-138-011)

The school board has authority over Associated Student Bodies. ASB is subject to the same laws as other funds of the school district including accounting procedures, budgets and warrants. [RCW 28A.325.120] (WAC 392-138-013)

Privately, students are able to raise money as members of other organizations (scouting, church, etc.) but this activity **cannot be done by** an ASB, with school approval or district supervision on school time.

It is recommended that Booster Club and Volunteer Funds be *donated* to the school in support of school activities (PTA and The Law):

These are monies raised by volunteer organizations in support of school activities which operate independently of the school district. These organizations include PTSA and other Parent/Faculty clubs, special interest Parent Groups and Booster Clubs. These organizations should register with the State of Washington and operate as non-profit organizations.

Students helping the parent club may not use their school team nor club name nor should they suggest school representation verbally nor wear a school uniform during personal or private fundraising. Students **should not** be involved in the reconciliation process. (WAC 391-138-015)

It is also suggested that students do not collect money for the parent organization. They may help in ways other than direct sales.

Exception: See *Private Money* pages 13-14 on Charitable Fundraising

MONEY MANAGEMENT

Money problems may arise due to a lack of proper record keeping and/or adult supervision of the fundraiser; these situations will not be pleasant for anyone involved in the sale.



Please follow these guidelines:

1. Work closely with the school Bookkeeper and Activity Coordinator; their knowledge is of great value to you
2. Purchases may only be made with purchase orders or procurement cards.
(Do not make purchases with private funds with the expectation of being reimbursed – all purchases require student approval prior to purchase.)
3. Set up a system for **daily** records of deposits and payments. Use an official district receipt book or, if computerized receipting is used, set up an account (SKU) with the ASB Bookkeeper to receipt sales. Activities should audit records periodically with the school Bookkeeper. **These funds must remain intact, i.e., cash and checks must be deposited in the same cash/check mix in which they were received.**
4. Use individual cash count sheets attached to envelopes for student deposits; allow enough time to verify each deposit *in the student's presence* before the receipt is written. **Save the cash count sheets; they are part of the financial records.**
5. Deposit money intact (as received) **DAILY**. Use proper methods explained in the section on Cash Handling (*ASB Procedures Manual*). After **DAILY** student deposits have been collected, fill out the *Fundraising Deposit* form (page 19); deposit **DAILY** collections to the school bookkeeper OR use the school's point of sale system.

Deposits are to be made via the school Bookkeeper or ASB Secretary directly to the school district's depository account.
Personal bank accounts are NOT allowed.

- Assign a single student to maintain all revenue records for the sale
- Assign another student to maintain the sales records of each salesperson: (who has what; what has been sold; what has been returned).

If several fundraisers are conducted throughout the school year, students should be rotated on the above duties as much as possible.

This is an example of good internal controls (a separation of duties).

Student record forms are available in the *WASBO ASB Procedures Manual/ Fundraising/ Merchandise Sale Report and Checkout Forms*.

Obtaining Parent Permission

The *Parent Permission* letter (page 16) will inform parents that their student is responsible for any and all goods checked out to them. When the fundraiser is complete, all unsold merchandise and money collected must be returned to the Activity Advisor for deposit with the ASB Bookkeeper.

Advisors are to obtain parental permission before assigning goods to students to sell (see form letter). This letter explains student liability and allows parents to approve or *disapprove* of participation.

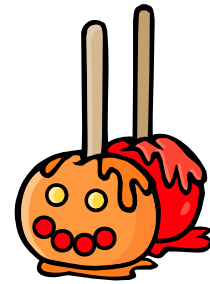
Choosing a Fundraiser

- Will the project be fun?
- Will it require outside help?
- Has this type of sale worked before? Could it with a different approach?
- Are we all behind the idea?
- Can we accomplish our goals with this fundraiser?
- Do we have money available to purchase the sale merchandise?
- Is there adequate budget capacity available for expenses?
- Will we have to request a loan from the Student Council?

Use the *Fundraising Check List* (page 17) to help you organize. It is a step-by-step approach to selling a tangible item but can be helpful in planning a car wash, dance, etc.

Scheduling a Fundraiser

- Check your school calendar. Be sure that you will not be in conflict with another event.
- Planning a fundraiser in conjunction with a holiday can be effective if the product sold is appropriate. Plan well in advance.



Advertise! Advertise! Advertise!

FUNDRAISING PROCEDURES

Maintain detailed records of everything that occurs concerning the sale. Document beginning and ending sale dates at original prices; begin separate records for sale dates at clearance prices.

Follow these procedures to ensure accountability and adequate internal controls.

Prior to the Sale:

1. Obtain a **Fundraising Approval** (form) from the Student Council. All fundraising must be approved by the Student Council and a School Administrator and must be of a type approved by the school district Board of Directors.
 - Establish a timetable for beginning and ending dates of the event
 - Request to have the fundraiser entered on the building calendar
 - Obtain the required information on record keeping and sale procedures (fundraising packet)

2. **Select a Vendor**
 - Fill out a request for a purchase order or procurement card before ordering any merchandise. Obtaining a student signature is mandatory. A copy of the purchase order will be returned to you.
 - Obtain a written agreement with the vendor that all unsold like new merchandise may be returned for credit.
 - List articles to be ordered by catalog number, description, quantity and price.
 - Consideration should be given as to whether **state bid laws** apply (contracted services to building). Call the district Purchasing or Accounting Office for this information.
 - **Staff/Advisors/Coaches**: Do **not** sign contracts with vendors ~ check with the Business Office to see who has authority to sign contracts.

3. **Awarding of Prizes**
 The vendor agreement should state that the awarding of incentives or prizes will be by the vendor. The ASB activity may be billed separately for these prizes. No cash prizes are allowed. In lieu of incentive prizes the activity can ask for a check to the school OR a larger percentage of profit.

4. Fill out the **Project Forecast** (form) to estimate cost & profit; return it to the school Bookkeeper or Activity Coordinator. (pg 18)

5. **When Merchandise is Received:**
 - Count (inventory) items received matching them against packing slips and the purchase order
 - Sign your name and date received on the invoice or packing slip
 - Keep merchandise secure (locked up) until it is checked out to Students

6. **Set Prices**: be sure to include tax and shipping costs. (See compensatory tax & sales tax exemptions, page 15)

7. **Parent Permission is Required**. This informs students of their responsibility for all products checked out to them. This agreement requires parent authorization as indicated by their signature (*Parent Permission* form, page 16).
8. **Daily Intact Deposits** must be made with the school Bookkeeper for the duration of the sale. (*Fundraiser Deposit* form, page 19)

Procedures During the Sale:



1. The Club Advisor or designated students are responsible for checking merchandise in and out. Use **Individual Checkout Sheet** form (*ASB Procedures Manual*). All merchandise not checked out is to remain in a locked secure area. (Extended fundraisers such as school store and pop machine require monthly inventory counts and reconciliation, page 10).
2. Individual student checkout sheets must be maintained. *Records protect both students and the advisor (WASBO ASB Procedures Manual, Fundraising Section)*
 - Students receiving product must **sign** their **individual** record sheet **each time** merchandise is received
 - Students must sign their **individual** record sheet **each time** money is deposited or merchandise is returned

Receipts and student check out sheets form the basis of an ASB Club's financial record keeping

- ❖ This is an opportune time to perform an instantaneous reconciliation between what has been checked out against what has been turned in either in money deposited or product returned
- ❖ ***Do not allow students additional product until previous product checkout has been reconciled***

Deposits:

1. Use an account (SKU) in the point of sale system **OR** use official school district pre-numbered receipts to record student deposits of money; the original receipt is given to the student, any copies remain in the receipt book
 - a. Receipts are to be used in addition to student record sheets
 - b. A receipt must be written **each time** money is received from a student. Record whether cash or check(s) received.
2. **Deposit funds** daily with the ASB secretary using the *Fundraiser Deposit* form (page 19). These funds must be intact, i.e., cash and checks must be deposited in the same cash/check mix in which they were received. The Bookkeeper will verify your deposit check and cash composition and the total and will issue a receipt to you as Club Advisor.

ASB money is never to be taken home
or left in the classroom

ASB money is never to be put into
a private, personal bank account

Procedures after the Sale:

1. **Verify** all student record sheets for accuracy
 - List students who have not returned product checked out to them and amounts due
 - Submit this list to the ASB Bookkeeper for collection
2. **List and Count** all unsold merchandise; return it to the locked secure area for safekeeping. Return all unsold product to the vendor for credit as soon as possible. Do not delay returns, some merchandise has a 'shelf life'. Unsold items can be sold to another activity or the activity can hold a clearance sale at reduced prices. Maintain separate sale records.



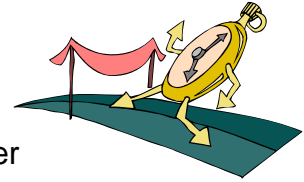
Finalize all regular sales before beginning a clearance sale

3. Maintain a Fundraiser File

It should contain:

- Fundraising Approval form with approval signatures
 - Copy of the purchase order or procurement card receipt
 - Copy of the invoice(s) and packing slips
 - Copy of the *Project Forecast* form
 - Student *checkout (record) sheets*
 - Deposit receipts and deposit records
 - List of unsold merchandise
 - Receipt from UPS or post office for return of product
 - Copy of the credit memo OR a copy of the interactivity transfer if another activity 'purchases' your unsold inventory
 - *Profit Analysis* form
 - Copy of the *Final Reconciliation* form
4. **Compare** total revenue less value of merchandise not sold to projected revenue and deposit amounts
 5. The **Student Council** will approve fundraiser final reconciliations (*WASBO ASB Procedures Manual*, Fundraising Section)

Wrapping up Sales:



1. **Set a deadline** for sales and stick to it (2 weeks recommended)
2. **Request all money and merchandise** be returned on the day after the sale ends
3. **Complete the** *Fundraising Profit Analysis* form (*ASB Procedures Manual*) and *Fundraiser Final Reconciliation* form (page 20-21), return it to the office with a list of those students who have not fulfilled their sale obligations. These are now fines
4. **Deposit any final money** received with the school Bookkeeper

If a student does not return items checked out to them or payment for them, schools may (by law) place their name on the fine list. Students will be held accountable for merchandise or money due before grades or diplomas may be received or records transferred to other schools should they withdraw.

Inventory:

1. Make an inventory list; return any unsold merchandise in good condition to the vendor for credit
2. *Request a credit invoice*
3. The **inventory list** should be filed with sale records in the ASB office

All fundraising events should show a reasonable profit at the conclusion of the event. Activity Clubs should *not* have to absorb losses due to student negligence.

Remaining Inventory:

1. **Inventory must be stored** in a locked area and the inventory list filed with the ASB Activities Coordinator
2. Items can be sold at a later sale, sold to the school store for resale or included in another fundraising event
3. Items **cannot be given away** although they may be sold at reduced prices in a clearance sale
4. Maintain separate records of each sale

Fundraising Facts

1. When items are issued to a student and signed for, the student becomes totally responsible for the items.
2. Losses due to spoilage or other damage become student responsibility.
3. If merchandise or money is not returned to reconcile an individual student record sheet, that student's indebtedness will be added to the school fine list.
4. All purchases must be made using the school district and school name, **deliveries should not be made to personal names and addresses.**
5. All funds collected must be deposited *intact* to the school district depository account via the ASB Bookkeeper.
6. ***It is illegal for ASB money to be deposited to a personal bank account. This is public money and must be treated as such.***
7. Independent sales consultants **may not** use schools as a source of sales. These are consultants who offer schools a small portion of the sale profit by selling to students and parents through an ASB Club. Some of these independent consultants are *Pampered Chef, Mary Kay Cosmetics, Avon, and Tupperware*. Many times these consultants are personal friends, spouses or school district employees. **Caution! This type of fundraiser could possibly be considered a conflict of interest.**
8. Money that is raised as ASB public money may **only** be spent for **C**ultural, **A**thletic, **R**ecreational and **S**ocial purposes (**CARS**); not graded, optional and extracurricular purposes.
9. Money raised for charitable purposes is private money and must follow specific procedures (see Private Money, pages 13-14).

Restrictions and Pitfalls

Occasionally fundraisers may be a 'little out of the ordinary' and require additional research before a club can begin. Usually, personnel in the ASB Activities Office can help you with questions and concerns; consult with them if you are in doubt about any aspect of your sale. ***Be sure to receive authorized approval before beginning.***

LEGAL: Fundraisers must meet fire, health and licensing regulations.

TAXES: Non-profit groups may be exempt from income taxes, but liable for sales taxes, amusement taxes, or other levies on their proceeds. RCW 82.04.3261 ***exempts limited ASB fundraisers*** from paying sales tax on fundraising merchandise (**continuous fundraisers do not qualify, i.e. school store**). A resale certificate must be provided to the vendor; this is to be done either when ordering or when payment is made.

INSURANCE: Special liability insurance may be required in the event property or people could be endangered by a fundraising activity. Consult the school district business office.

CONTRACTS: Staff members such as teachers and coaches are not allowed to sign contracts with sale representatives. Check with your school district regarding authority for signing contracts. School districts have a *Consultants Contract* that is appropriate for most service agreements with persons who are self-employed. All tax information is required prior to payment from Accounts Payable (tax ID number or social security number; business name; phone number; business address; person operating the business, etc.) You may save time by faxing forms to contractors; remind them to fill in all portions of the form. If in doubt, call the district purchasing or accounting office for the form and proper procedures to follow.

THEFT: This can be a threat to any fundraiser. Keep goods and money in locked areas. Deposit money as collected (intact) daily. Do not allow students to take cash boxes out of supervised areas.

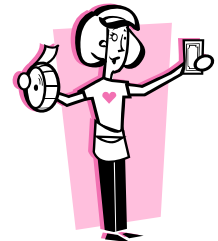
Whenever possible, receipt sales through the point of sale system Distribute merchandise only after proof of payment is shown

GAMBLING - BINGO, RAFFLES, CARNIVALS

An Associated Student Body may conduct bingo, raffles and carnivals as fundraisers but must apply for a license from the Washington State Gambling Commission. **Allow at least 90 days for processing of the licensing application.** Explain what you want to do and the commission will assist you in conducting a legal event. (WA State Gambling Commission 1-800-547-6133 or www.wsgc.wa.gov)

Licensed Raffles are required whenever raffle tickets are sold

- by someone other than a member of the organization
- or by someone under 18 years of age



Specific approval must be obtained from the Gambling Commission:

- if winners will be chosen by an alternative drawing format (instead of the standard format of drawing a ticket; for example, duck race or poker run)
- or if tickets are sold at a discount (i.e. \$5.00 each or 3 for \$10.00)

Restrictions that apply to all raffles:

- Maximum price per ticket is \$25.00
- No free tickets or tickets as gifts
- Tickets can not be sold on credit
- Prizes must be owned by the organization prior to the drawing
- Records must be kept at least one year (school district records six years)
- Members cannot be paid for managing or operating the activity

Age limit to buy or sell raffle tickets:

- Buying: You must be at least 18 years old to purchase a raffle ticket
- Selling: Persons under 18 years of age may sell tickets if:
 1. the raffle is licensed

2. the organization's primary purpose is to develop youth
- Supervision: At least three members of the organization supervising the event are at least 18 years old, and
 - Management: One member, age 18 or older, must manage the event

Raffle tickets must be imprinted with the following information OR posted nearby:

- Cost per chance (\$25 maximum per ticket)
- Consecutively printed number on the ticket
- Name of the sponsoring organization (District and School name)
- Date, time, and location of the drawing
- Whether or not the winner must be present for the drawing
- Description of all prizes to be awarded
- If the prize is a percentage of the gross receipts of the raffle, a minimum prize must be disclosed
- If ticket space is restrictive, a list of prizes must be available

\$\$\$ PRIVATE MONEY

Expending ASB money for charitable donation, scholarship or student exchange may only be made from legitimate ASB Private money.

Fundraising: Effective June 8, 2000, RCW 28A.325.030 was amended to permit student groups, *in their private capacities*, to conduct fundraising activities, including the solicitation of donations

- to fund scholarships and student exchange programs
- to assist families who have experienced a catastrophe
- to fund community projects

Under certain criteria this money is considered to be *non-associated* student body funds and is *not* public money (Section 7, Article VIII of the WA State Constitution).

However, if conditions are not adhered to, money collected will become ASB public money and may not be used for the above purposes.

(See *WASBO ASB Procedures Manual*, Private Money Section)

1. **A school board policy must be in place which permits fundraising for charitable activities**
2. **Proof must be available to verify that the proposed beneficiary is a legitimate charitable organization or cause**
3. **Student Council must give prior approval for collection and expenditure of private money (include a line item in the budget for charitable fundraising)**
4. **Additionally, *an Administrator must approve the fundraiser in writing***. It is suggested that this be done on an ASB Fundraiser form so that the Administrator

and student approval signatures and any other information is documented as to the type of fundraiser, the intended beneficiary and start and stop dates of the event.

5. **Contact the District Central Business Office prior to any collections** for guidance in following required district policies and internal control procedures.
6. **Public Notice must be given** before beginning any private money fundraiser
 - to identify the intended use of the proceeds (be specific)
 - that collections are exclusively for that purpose
 - that they will be held in trust by the school district until disbursed
 - all publicity must state the above information
7. **ASB Private Money** must be held in an Trust Account within the ASB Program Fund or in an ASB numbered account in the 600(0) series.
8. **Documentation for receipt of any donations is essential.** Follow district procedure regarding cash receipting, depositing (intact as received), record keeping, inventory control and final reconciliation.
9. **Approval for payment of the proceeds must be in writing.** Attach a copy to each purchase order requisition or voucher as back-up documentation for payments made through the accounts payable process.
10. Charitable Fundraising is a private activity; school district funds **may not be** used to offset, front-fund or pre-pay expenses including start-up costs. The district is to be compensated for any direct costs associated with the fundraiser.
11. The transfer of public funds to a private money account in the 600(0) series is not allowed nor can money be transferred to a public money account from a private money account.
12. Money collected must be disbursed or spent as advertised

Note: Verify with your school district business/accounting office to be sure there is a school board policy allowing this activity.

The primary ASB director must approve all private money fundraising.

Fundraisers such as school stores are not allowed to compete with district food service programs. School stores located in cafeterias are not allowed to sell lunch type items during school lunch.

WASHINGTON STATE BENEFITS - ASB

Exempt from Sales Tax:

- Charges for admission for school events
 - Sales of meals/beverages to students, faculty and staff
 - School store receipt of funds from store activities is not a taxable event and retail sales tax is not collected. Letter of October 2, 1987, State of WA Department of Revenue states in part “...**school organizations will satisfy sales tax requirements if they pay retail sales tax to their suppliers when they purchase items for [continual] fundraising purposes.**”
 - Donated items
 - Periodic Fundraisers
1. The exemption applies to all of the groups and clubs that operate under the auspices of the ASB.
 2. ASB organizations may purchase the goods they will resell at fundraising events without paying retail sales tax by providing the vendor with a resale certificate. Since ASB’s are not required to be registered with the Dept. of Revenue, they can write “Nonprofit Fundraiser” on the resale certificate. Forms at end of guide. <http://dor.wa.gov/Docs/Forms/ExcsTx/ExmptFrm/Resalecertificate>

Compensatory Tax - If purchasing from a state or out-of-state vendor who does not charge sales tax on their invoice, **school districts by law are obligated to pay a ‘compensatory tax’ to the State of Washington** equal to the local sales tax rate.

Fundraiser Order - If a purchase is for a fundraiser, specify ***NON-PROFIT FUNDRAISER*** on both the purchase order and invoice so that compensatory tax will not be charged. **Items purchased for time limited fundraising events are exempt from sales tax per RCW 82.04.3261.** Yearbook sales qualify **if** they meet the criteria: not continuous, ordered by ASB, only contracting for binding of a camera-ready book.

Magazine Sales - According to House Bill 1279, amending RCW 82.08.02535, ASB’s are **not required to pay sales tax or compensatory tax on magazine fundraisers.** And further: A letter dated March 15, 1989, from the State of Washington Department of Revenue states “...In the case of magazine subscriptions, ...they are acting as agents ...and are paid a commission. ...The school is not responsible for remitting any sales or use tax due to the state.”)

Conditional Charitable Fundraising is now allowed by the state legislature, RCW 28A.325.030, (see Private Money, page 13-14).

Parent/Student Acknowledgement of Fundraising Sale

Dear Parent:

The _____ has decided to sell _____
_____ items as a fundraiser to support activities.

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 will be must pay that amount.
2. Merchandise should never be stored in lockers or left unattended in classrooms.
3. It is not necessary for a student to carry boxes of merchandise with them during the school day. It is suggested that students pick up the product at the end of the 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 merchandise checked out to the student 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 amount.

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)

ASB FUNDRAISING A Quick Check-List

Here is a general checklist for fundraising; it is recommended that it be customized for your particular needs, and the requirements of your school district.

- ✓ Be sure the type of fundraiser is approved by school board policy
- ✓ Be sure school policies and procedures are reviewed
- ✓ Approval by Principal and Advisor
- ✓ ASB meeting minutes indicating student approval
- ✓ Selection of the Vendor
- ✓ Timeline established and scheduled on the master school calendar
- ✓ Group meeting to cover the details of the sale
- ✓ Fundraising Activity form completed and filed in the Secretary/Bookkeeper's office
- ✓ Vendor contract signed according to business office instructions
- ✓ Parent and student Responsibility Acknowledgement form completed
- ✓ Sale *kick-off* event
- ✓ Incentives determined (**No cash incentives or possible "risk management issues"**)
- ✓ Individual student record sheets
- ✓ Verify student record sheets and money collected
- ✓ Money given to ASB Bookkeeper/Secretary on a daily basis
- ✓ Purchase Order issued with student approval and Resale Certificate is attached
- ✓ Initial inventory received, counted and secure
- ✓ Final inventory - secure & unsold merchandise returned if contract allows
- ✓ Final reconciliation of the funds raised
- ✓ Final bill approved by Students, Advisor & Secretary/Bookkeeper and sent to Accounts Payable for processing
- ✓ Fundraiser sale evaluated by students

ASB PROJECT FORECAST

Date _____ Acct No _____

School _____

Activity Name _____

Project _____

This is an estimate of profit to be made from this fundraiser.

Revenue: (items sold)	Unit Sales Price x No of Units = Revenue		
Total Projected Revenue			

Total Cost: (from vendor quote or catalog, including freight and taxes)

Expenses:	Unit Sales Price x No of Units = Expense		
Total Projected Expense			

Expected Profit = \$ _____
(total project revenue minus total expense)

Prepared by: _____
 (Student Activity Officer or Activity Advisor)

FUNDRAISING DEPOSIT

Purchase Order Number _____ (if applicable)

Account Number _____ Receipt No. _____ to _____

Vendor is _____ . The Activity is
selling/conducting _____

Cash Count

1's _____

Check Total _____

5's _____

Pennies _____

10's _____

Nickels _____

20's _____

Dimes _____

50's _____

Quarters _____

100's _____

Halves _____

TOTAL _____

TOTAL _____

DEPOSIT TOTAL \$ _____

Advisor _____ Date _____

Student Treasurer _____ Date _____

FUNDRAISING FINAL RECONCILIATION

Fill out this form and the ASB *Fundraising Profit Forecast*

The _____ club of _____ school held a fundraising activity by selling _____

_____ purchased from _____. This fundraising activity was held from ____/____/____ to ____/____/____. Sales were accomplished through _____

_____. (example: door to door sales, pre-orders, before and after school) We had _____ members participate in the sale.

Completion of this form finalizes your sale. Attach a list of students who have not fulfilled their sales obligation noting merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the principal's secretary or bookkeeper so that student names can be placed on the fine list. Your club account will be credited as these fines are paid. Include your account number on the student list.

All blocked areas must be completed (if tangible items are sold)

A. Merchandise Purchased: (You must attach a **Xerox copy** of the itemized invoice.)

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
		Sub-total	=	_____
		Shipping costs	=	_____
		WA Sales Tax	=	_____
		TOTAL COST	=	\$ _____

B. Merchandise Sold: (Include any tax and shipping costs in the sale price per item).
Or Tickets Sold:

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
		TOTAL REC'D =		\$ _____

This should equal the total deposits.

C. Merchandise Unsold Or Tickets Unsold:

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
		Shipping	=	_____
		WA sales tax	=	_____
		TOTAL UNSOLD	=	_____

Unsold merchandise has been returned to the vendor for credit _____ Y/N _____
 If not returned, please explain _____

D. Merchandise Checked Out and Not Returned:

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
		Value of Goods Not Returned	=	_____

The unsold items have been placed in inventory and the inventory list submitted to the ASB Activities Coordinator ____ Y/N _____. Resold to the school store ____ Y/N _____

The list of students not returning merchandise has been turned in _____ Y/N _____

Please explain any discrepancies _____

Recap:	A. Merchandise or Tickets Sold:		_____
	B. Merchandise Pending Credit:	+	_____
	C. Merchandise on Fines List:		+ _____
		Sub-Total	= _____
	D. Merchandise Purchase Price:	-	_____
	Profit Total	= _____	

Advisor _____ Date _____

Student Treasurer _____ Date _____

Sign where indicated and return to your school ASB Bookkeeper.
 This recap will be kept on file for state auditing purposes.

RESALE CERTIFICATE

1. Name of Seller: Vendor's Name
2. Name of Buyer/Business: School ASB Name here i.e. Beaver Lake Middle School ASB
3. Address of Buyer: Enter School Address
Street City State ZIP Code
4. Buyer's UBI/Revenue Registration Number: Tax Exempt ASB - RCW 82.04.3651
5. Buyer is in the business of: ASB Non-Profit Fundraiser
6. Types of items purchased for resale: Record Items here, i.e. Spirit T-shirts or Yearbook

The buyer certifies that it is purchasing the items listed on line 6 (please check appropriate box):

- for resale in the regular course of business without intervening use.
- for use as an ingredient or component part of a new article of tangible personal property to be produced for sale,
- as a chemical to be used in processing a new article of tangible personal property to be produced for sale, or
- for use as feed, seed, seedlings, fertilizer, or spray materials in its capacity as a farmer.

The buyer acknowledges that it is solely responsible for purchasing within the categories listed on line 6. The buyer acknowledges that misuse of the resale privilege subjects the buyer to a penalty of 50 percent of the tax due, in addition to the tax, interest, and any other penalties imposed by law.

Print Name: Principal's Name Here
Name of Person Authorized By the Buyer to Sign the Resale Certificate

Signature: Principal's Signature
Signature of Authorized Agent of the Buyer

Effective Date: September 1, 2006 through August 31, 2007

Date Signed: _____

Seller must maintain a copy. **Please do not send to Department of Revenue.**
 Reference Rule and Statute (RCW 82.08.130 and WAC 458.20.120)

RESALE CERTIFICATE

1. Name of Seller: _____
 2. Name of Buyer/Business: _____
 3. Address of Buyer: _____
Street City State ZIP Code
 4. Buyer's UBI/Revenue Registration Number: _____
 5. Buyer is in the business of: _____
 6. Types of items purchased for resale: _____
-
-

The buyer certifies that it is purchasing the items listed on line 6 (please check appropriate box):

- for resale in the regular course of business without intervening use.*
- for use as an ingredient or component part of a new article of tangible personal property to be produced for sale,*
- as a chemical to be used in processing a new article of tangible personal property to be produced for sale, or*
- for use as feed, seed, seedlings, fertilizer, or spray materials in its capacity as a farmer.*

The buyer acknowledges that it is solely responsible for purchasing within the categories listed on line 6. The buyer acknowledges that misuse of the resale privilege subjects the buyer to a penalty of 50 percent of the tax due, in addition to the tax, interest, and any other penalties imposed by law.

Print Name: _____
Name of Person Authorized By the Buyer to Sign the Resale Certificate

Signature: _____
Signature of Authorized Agent of the Buyer

Effective Date: _____ through _____

Date Signed: _____

Seller must maintain a copy. **Please do not send to Department of Revenue.**
Reference Rule and Statue (RCW 82.08.130 and WAC 458.20.120)



FUND RAISING ACTIVITIES INVOLVING STUDENTS

The board acknowledges that the solicitation of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose including the collection of money in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization may be permitted by the superintendent providing that the instructional program is not adversely affected.

The superintendent shall establish rules and regulations for the solicitation of funds by approved school organizations, official school-parent groups and by outside organizations. The principal shall distribute these rules and regulations to each student organization granted permission to solicit funds.



FUNDRAISING ACTIVITIES INVOLVING STUDENTS

Guidelines for student fund raising activities are as follows:

- A. Student participation must be voluntary.
- B. The fund raising activity must be such that it is not likely to create a poor public relations image. All parties involved in fundraising shall be sensitive to the demands placed on the community through a multitude of fundraising efforts. Fundraising activities shall be coordinated through building principals to alleviate over burdening the community and its agencies.
- C. Fundraising activities must not interfere with the educational program and shall be of direct benefit to the students, school and/or educational process...
- D. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
- E. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
- F. Sponsorship of fund raising activities by schools' official parent groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
- G. The following fund raising activities are approved:
 - 1. Sales of goods (candy, T-shirts, etc.) or magazines,
 - 2. Car washes, school supplies, rummage and garage sales and spaghetti dinners,
 - 3. Paper drives, bottle drives, etc. that do not interfere with the school day,
 - 4. Skating and bowling parties provided there is adequate supervision and liability protection,
 - 5. Jogathons or walkathons provided that there are no more than one per building during a school year,
 - 6. Basketball games if liability insurance for participants and facilities is included in the contract, and
 - 7. Talent, variety, musical, and drama productions (after school hours).Any major purpose fund-raising activity that is not listed above must have the approval of the superintendent.
- H. Fund-raising activities in excess of \$5,000 must be submitted by the principal to the superintendent for approval. Application for approval must include:

1. The sponsoring group,
 2. The proposed activity,
 3. The manner in which the money is to be collected, and
 4. The purpose.
- I. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy.
- J. Any outside group other than an official school-parent group must have district office approval before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
1. Must work through established official parent organizations and not with or through student body organizations or the administration.
 2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fund raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fund raising.
 3. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fund raising activity.
 4. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students through the school office.

Adoption Date: January 8, 2008
Quincy School District