

# **FUNDRAISING FORM PROCEDURES**

Effective 07/19/10

**The following procedures should be followed on all fundraising events per state regulations and District policies:**

## **Step 1**

The Fundraiser Authorization Form and the Fundraiser Vendor Agreement (if applicable) must be completed for all school fundraising efforts. Fundraiser Authorization Form should be numbered (Project No. 2011-X with X being the number of the fundraiser). At the beginning of each fiscal school year, please restart the project numbering with 1. The school should maintain a fundraiser log for internal control over fundraisers. School support organizations are to complete only the Fundraiser Authorization Form. All items on the form must be completed or the form **will be returned unapproved**. The form must be signed by the principal and the applicable sponsor. The form is then forwarded per the instruction under **Step 2**.

All school wide fundraisers are considered to be for the benefit of the entire school student body, unless it is specifically designated as a “restricted fundraiser.” If a school wide fundraiser is conducted for a restricted purpose, that purpose must be advertised as a part of the promotion of the fundraiser.

All school support organization, club or class fundraisers are considered to be for general expenses of that booster, club or class. **Sponsors should restrict the fundraiser proceeds only if they are certain as to how the funds are to be spent both today and in the future.**

Once a fundraiser has been conducted for a restricted purpose, it cannot be used for anything else without the prior written approval of the Superintendent or designee.

If the fundraiser includes items for resale, a “proposed and unsigned” contract with the vendor involved in the fundraiser should be attached to the Fundraiser Authorization Form. The contract should identify the terms of delivery and payment, profit levels, sales tax collection, etc. This provision does not apply to vending operations where the school receives a direct commission check or charity fundraiser.

## **Step 2**

Send in the completed Fundraiser Authorization Form and the Fundraiser Vendor Agreement Form (if applicable) to the Central Office. Send the original Fundraiser Authorization Form and the Fundraiser Vendor Agreement. Only in justifiable emergencies will Central Office accept a fax provided the bookkeeper/secretary has signed off somewhere at the bottom of the form confirming the fundraiser activity. If you fax a Fundraiser Authorization Form and Vendor Agreement Form, please do not send the original due to risk of duplication at Central Office. A copy should be kept in a file in the bookkeeper’s office or with the school support organization’s secretary or treasurer.

### **Step 3**

Do not begin fundraising activities or make contractual obligations for fundraising activities until the superintendent has approved the Fundraiser Authorization Form.

HCDE employees who conduct unapproved fundraisers may be subject to disciplinary action.

### **Step 4**

Once approved, please ensure that all applicable purchasing and cash handling procedures are followed.

### **Step 5**

Once the merchandise is received, compare it to the invoice to verify that the invoice is correct before signing it. If there are items remaining after the sale is over, record a physical inventory. If this merchandise is to be given out as incentives, etc., you need to record the process of issuing the inventory.

### **Step 6**

#### Fundraiser Summary Report:

Please remember to make sure the Fundraising Authorization form and the Fundraiser Summary Report are numbered with identical numbers (i.e. Project No. 2011-X (referenced above)).

Part A: should be completed for all fundraisers except for Restricted Purpose. This section of the fundraiser must be completed at the close of the fundraising activity and submitted to the Finance Department. This section of the summary report would be used for vendor commission, general administrative expense and charity. If the difference is negative, you must provide an explanation for the loss.

Part B: should be completed only if the fundraiser was conducted for a restricted purpose (like cheerleader uniforms, etc). The sponsor should complete Part B of the summary report before year-end and submit it to the Finance Department. If the difference is negative, you must provide an explanation for the loss. Restricted proceeds are to be used solely for the stated purpose. If a school wants to change how the proceeds are to be spent; please contact the District's Finance Group on how to proceed.