

Fundraiser Procedures

1. Complete a Proposed Fundraising Activities form and give to Lisa Hill. The form will be signed by Mrs. Phelps and then by Mark Florence. Once everyone has approved your fundraiser a copy of your original request will be placed in your mailbox. Fundraisers **should not** start until a copy of the signed form has been returned to you. If you turn the form in after the fact, we have to explain that you didn't follow procedures to Mr. Florence.
2. Complete the **Expected Collections** section of the Fundraiser Analysis and turn in with the Proposed Fundraising Activities form. If it is a repeated fundraiser and you want the numbers from last year Lisa Hill can give you the information. This information is used to estimate how much you think you will make on the fundraiser. If the expected collections will not generate enough income, the fundraiser may not be approved.
3. **All funds collected must be turned in and deposited DAILY!** You should not keep funds in your classroom! Please see the Teacher Collection section below for additional details.
4. During the fundraiser you should keep up with your Actual Collections so you can complete the **Actual Collections** section of the Fundraiser Analysis. At the end of your event, you can obtain a printout to make sure your collections are correct. Please see Lisa Hill to get this information.
5. At the end of your fundraiser you should complete the **Inventory** section of the Fundraiser Analysis. Example: If you buy 500 t-shirts to sell @ \$10 each your total deposits should equal \$5,000 if you sold everything. If you do not sell all of the items then you must account for the difference. If you sell 450 and gave everyone that sold 10 a free shirt you should make a written list of the award shirts and turn it in with your paperwork. If you have 50 left you must tell where they are and what you are doing with them.
6. Games of chance are not permitted fundraisers.

Teacher Collection Logs

1. Please note on the form the name of your account or club and what the funds were collected for. A new form should be used for each item. Example: If you have collected funds for dues and a fundraiser they must be put on separate forms.
2. Teacher collection logs need to be turned in by 12:30 daily to count on that day's deposit. If you are turning it in after 12:30 you should date it the following day. We will keep it in the safe overnight.
3. Checks AND cash collections should be individualized.
4. Do not leave money on my desk. If I am not in my office, please give to Lisa Hardin or Sharon Harris or bring it back later.

Purchase Orders

All purchases require a purchase order **PRIOR** to placing an order. If you order something without one you are responsible, not the school.

If you need to be reimbursed for mileage you need to request a purchase order **PRIOR** to your travel.

Sales tax must be paid on everything that the school is NOT the end user of.