

Franklin High School 2015-2016

Planning a Fundraiser at Franklin High School

ASB organizations are permitted to fundraise, but all organizations must follow district and state guidelines. Check out the Fundraising Handbook. (Handbook available on Franklin's website in the Student Activities section, under Clubs, and Forms.) Advisors, officers, and team captains are responsible for following these rules.

Completing the proper preapproval paperwork for your event or fundraiser is essential. (Request available on Franklin's website in the Student Activities section, under Clubs, and Forms.) ASB organizations are not permitted to host events or to coordinate fundraisers that have not been approved by the activities coordinator. Planning ahead prevents scheduling problems and ensures that all fundraising procedures are followed.

Please follow these steps before, during, and after your ASB fundraiser.

Steps for requesting pre-approval of fundraiser

1. Print or make a copy of your ASB organization's meeting minutes in which you documented your organization's discussion about the fundraiser. Include these with your request for pre-approval.
2. Submit a **request for pre-approval** of your fundraiser at least two week prior to the fundraiser.
3. Submit an ASB project forecast with your request for pre-approval (this is an estimate of profit to be made from the proposed fundraiser).
4. Submit all paperwork to Ms. McCann in the ASB Room. Schedule a meeting with Ms. McCann after-school to review your proposal and to discuss next steps. We will set up a fundraising file, put your activity on the school fundraising calendar, and review next steps.

Steps following approval

1. Obtain a purchase order and number from the fiscal specialist BEFORE ordering or placing an order
2. If needed, complete a contract with vendor after obtaining Purchase Order approval
3. Obtain a receipt book from the fiscal specialist
4. Obtain a cash-box or bag from the fiscal specialist if needed
5. Keep daily inventory of all merchandise (how much was sold and how much remains)
6. Deposit money DAILY – do not take money home, put it in your locker or car, or take expenses from money collected
7. Work with Ms. McCann after-school to check your inventory and to complete a deposit slip. Once the slip is completed, drop your deposit off with Ms. Libert in the Main Office. Be sure to obtain a receipt of your deposit! Keep these receipts in your club records!

Steps for final approval of accounting summary and reconciliation

1. Complete the fundraising reconciliation form
2. Review this form and all other documents in your fundraising file with Ms. McCann
3. Student organization leaders and coach/club advisors sign the final approval of reconciliation
4. Maintain all records of your fundraiser in your student organization notebook. Minutes and ledgers should reflect all financial matters