

FUNDRAISING CHECK-LIST

- Before holding a fundraiser, fill out the Project Forecast Form (WSD:11a).
- Submit the Project Forecast to the Principal for approval.
- After approval, complete a Fundraising Activity Request Form (WSD:11b).
- Submit the **completed** Project Forecast Form and the Fundraising Activity Form to the ASB Advisory. All requests must be turned into the ASB mail box **by 3:30** on the Wednesday prior to the scheduled Friday meeting. If the scheduled meeting is changed all students and staff will be given prior notice.
- Complete the Purchase Order **completely and accurately**. Make sure all necessary information is stated on the Purchase Order. Submit Purchase Order to the ASB mail box by 3:30 on the Wednesday prior to the scheduled Friday meeting.
- If students are selling products for the fundraiser then all students participating in the fundraiser must have a Parental Permission Form (WSD:14) completed and turned into the responsible advisor before the event.
- If there are unsold items to be sold back to the vendor, complete the Resale Certificate Form (WSD 14a) before sending the items back to the vendor for credit. Submit a copy of the Resale Certificate to the ASB Advisor.
- Complete a Fundraising Reconciliation Form (WSD 14b), a Profit Analysis Form (WSD 14c), a Project/Sales Evaluation (WSD 14d), and a Deposit Composition Form (WSD 14e). Submit these forms to the ASB Advisor.
- Turn in **ALL** invoices and receipts to the ASB advisor so that payment may be made in a timely manner.

Please make copies for your records!

WSD:11/09