

# FUNDRAISERS

1. Obtain a fundraiser form, from the Account Clerk, in the front office. This must be done at least (3) weeks prior to the start of the fundraiser.
2. **A parent permission form must be signed by the student and parent before any item/s can be given to the student to sell. You must keep the permission form a file all year.**
3. Complete the top portion of the fundraiser form.
  - a. School Name (Grace King)
  - b. Type of Activity (be specific, i.e.: t-shirt sales, candy sale, pep rally, books)
  - c. Class/Club (organization having the fundraiser)
  - d. Budget Code (leave blank)
  - e. Vendor (Who you are buying the item/s from)
  - f. Profit (put a percentage only if you are guaranteed from the vendor)
  - g. Purpose of Activity (reason you are raising the money, be specific)
  - h. Start date/Completion date (cannot be more than 60 days without approval from Central Office)
  - i. Part 1, Projected (this is only a projection of how much you hope to profit from the fundraiser)
  - j. Sign and date the form.
4. Complete a purchase order form for the item/s being sold for the fundraiser.
5. Turn in the fundraiser form and purchase order form to the Account Clerk to get approval from the principal. If T-shirts are being sold, you must get approval for the design from Mrs. Torrado. A copy of the approved design must be turned in with the fundraiser form to the Account Clerk.
6. The approved fundraiser form and the copy of the purchase order will be returned to you. You can now order the item/s

for the fundraiser. Items cannot be ordered prior to this step.  
**T-SHIRT SALES ARE ON A PREPAID BASIS ONLY.**

7. **If your fundraiser requires tickets or wristbands to be sold**, you must obtain these from the account clerk's office. You cannot purchase them on your own.
8. **At the completion of the fundraiser**, complete Part 2. Turn in the fundraiser form, invoice/s (if you received this with the order), credits, police report (if a theft occurred), and a list of names who were awarded prizes. Be sure to list deteriorated items and remaining inventory if any.
9. **DO NOT WAIT TO TURN IN THE FUNDRAISER REPORT IF STUDENTS HAVE NOT TURNED IN THEIR MONEY OR ITEMS NOT SOLD.** List them on the report as uncollectable sales.
10. You must turn in a copy of the signed permission slip for any students not turning in the money or the items not sold with the completed fundraiser report. The sponsor must contact parent and make every attempt to collect the funds.

The **SPONSOR** of the fundraiser is responsible for completing the fundraiser report, **NOT THE ACCOUNT CLERK**. Please keep accurate records of the merchandise ordered, merchandise sold, deposits, copy of invoices, etc. You will need this information to complete the fundraiser report. It is not the responsibility of the account clerk to keep this information for you. **The fundraiser report must be turned in within (10) days of the completion date, including weekends.** A club/dept. will not be allowed to start another fundraiser if they have a fundraiser report that is past due.

NO FUNDRAISER SHALL LAST LONGER THAN 60 DAYS WITHOUT WRITTEN APPROVAL FROM THE NETWORK EXECUTIVE DIRECTOR. This must be approved before the actual sale begins, not to continue a sale. **All fundraisers must end when scheduled.**