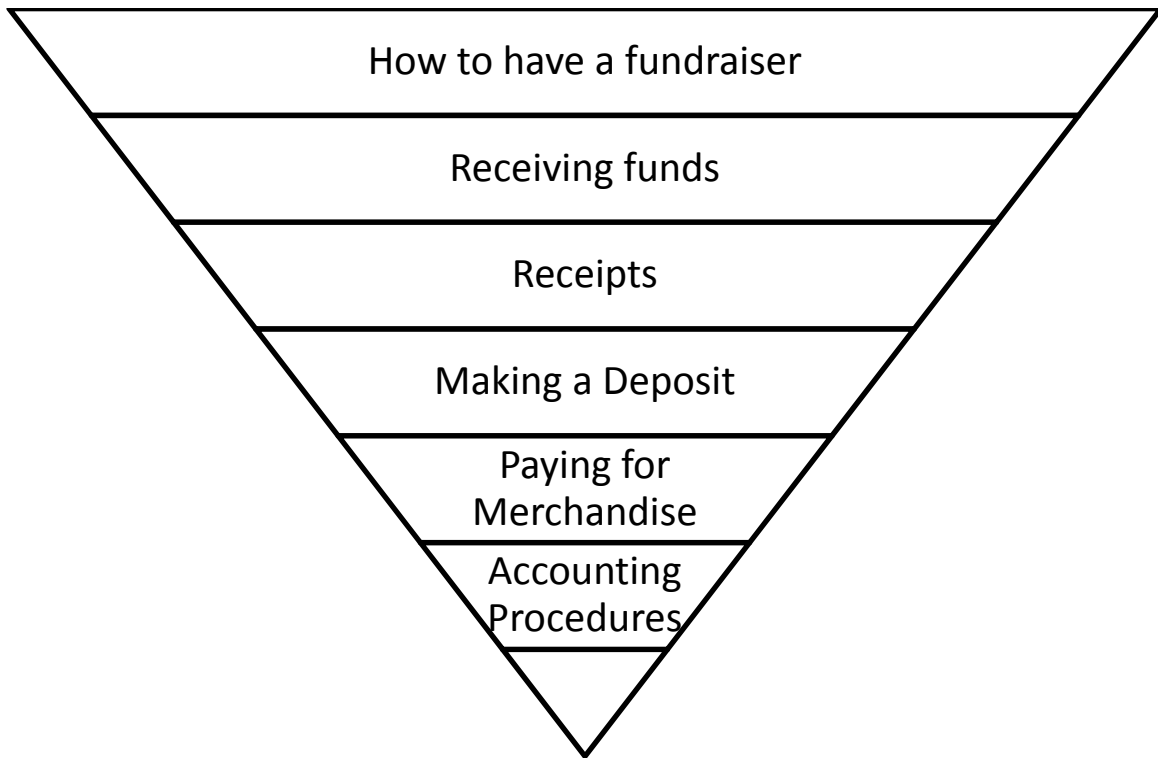


FUNDRAISER/CLUB PROCEDURES



HOW TO HAVE A FUNDRAISER.

- 1 - Discuss with your principal approval of a fundraiser
- 2 – Fill out a fundraiser request – see step 3.
- 3 - A Purchase or Check request (see the website for the form under fundraisers) must accompany the fundraiser approval request if you will need to pay for any items out of a class or club account either before or after the event. Submit Purchase or Check Request before you purchase ANY merchandise which includes any type of reimbursement to yourself – even if you do not have the total of what you will be ordering, buying or where you are buying from. Just write a note explaining what you are doing and a estimate of the amount.
- 4 - Do not order anything until your Purchase or Check Request has been approved. (This is to verify that you have funds available if the fundraiser is a flop or a success.)

RECEIVING FUNDS:

If you are having two fund-raisers at once you must keep them separated with separated deposits. Do not combine fund-raising money.

1) Checks: should contain Name, address, phone & driver's license number.

Written for only the amount of purchase and not post dated.

No cashing of any personal checks.

2) Any and all monies are required to be turned in daily and locked up in the campus office area – especially if you are working with large amounts of cash.

3) You are responsible for all funds that may become lost, stolen or missing.

RECEIPTS

Issue a receipt for all cash collected from individuals.

MAKING A DEPOSIT

- 1 – Two people must count the money TOGETHER for verification.
- 2 – Fill out the Deposit form for Class, Clubs and Organizations located on our website.
- 3 – Make sure all monies along with deposits are locked up daily in the office.
- 4 – Contact the Business office for bank depositing.

PAYING FOR MERCHANDISE

- 1 - Allow 5 – 7 days for processing (that is after administration office receives the PO)
- 2 – Send receipt or invoice to the District Office for payment

ACCOUNTING PROCEDURES

- 1 - Print off the website – the Accounting Ledger for Class, Clubs and Organizations
- 2 - When you make a deposit, withdrawal or pay for an invoice or expenses you will need to record it on your ledger.