

## **Section 14**

### **FUNDRAISING ACTIVITIES**

#### **A. General**

A fundraiser is considered to include ANY activity involving the sale of items to individuals that has the POTENTIAL of making a profit. Whether the activity results in a profit or a loss is NOT a consideration. This includes Santa Shop, silent auctions, gift wrap, and coupon book sales, and any other items NOT considered resale. Resale items are those whose individual cost is easily determinable and that cost is what the item is resold for.

Foods of minimal nutritional value may not be sold during the school day.

Elementary school students cannot be involved in any door-to-door 24 solicitations or sales. Neither schools nor support organizations can solicit funds for non-related organizations (for example, the Senior Class Officers cannot sell tickets for the Hoover Kiwanis Club fundraiser). Schools are prohibited from selling raffle tickets in which a prize is awarded by chance. However, the school may sell tickets for a chance to participate in a "game of skill" where the winner will be awarded a prize.

**B. Accounting** A completed 'Fundraiser Authorization Form' must be submitted to the Principal for approval **PRIOR** to ANY part of the activity being undertaken. If a fundraising company is to be used, then the form must be completed at least ONE MONTH prior to the contract being signed. (This would be a good time to complete the purchase order, as well.)

**Any** funds raised by a group associated in any way with the school should be under the control of the school principal and be an **integral part** of the school's accounting system with the same constraints and requirements of other accounts of the school. How those funds are accounted for depends on who is raising the funds and who will control the funds.

A 'Report of Fundraising Activity' should be submitted to the Principal within 10 days of the completion of the fund raising activity. This form should document the result of the activity and must be filed for audit purposes.

# Pike Road Schools

## REPORT OF FUNDRAISING ACTIVITY

This section to be completed by requesting individual and/or bookkeeper and forwarded to Principal for action.	School: _____
	Start Date: _____ End Date: _____
	Organization/Group/Class Conducting Fund Raiser: _____ <div style="text-align: right; margin-right: 100px;">Organization/Group/Class</div>
	Project/Purpose of Funds Raised: _____
	<b>Enter a value for the following items highlighted:</b>
	1. Total Cost of items/products purchased: _____ \$
	2. Number of items sold _____ times selling price of \$ _____
	*ANTICIPATED PROFIT _____ \$
<b>The following figures must be supported by an attached detailed activity report with total deposits and expenditures highlighted.</b>	
3. Total deposited to office: _____	
4. Total expenditures for fund raiser: _____ -	
*ACTUAL PROFIT (OR **LOSS) _____ \$	
*Differences between anticipated and actual profit must be explained on reverse side of this form. **Losses must be explained on reverse side of this form.	
Responsible Party: _____ <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Name</span> <span>Date</span> </div>	

This section to be completed by Principal and forwarded to School Bookkeeper	_____ <b>Principal's Signature</b>	_____ <b>Date</b>
------------------------------------------------------------------------------	---------------------------------------	----------------------

**NOTE: Accountability Reports must be completed and maintained with school financial records.**

<b>Bookkeeper</b>	_____ Receipts/expenditures verified _____ Completed accountability form and supporting documentation placed in fund raiser file
-------------------	-------------------------------------------------------------------------------------------------------------------------------------