

FUNDRAISER CHECK LIST

- Type of fundraiser approved by school board policy
- School and District policies and procedures reviewed
- Approval by students, advisor and Principal
- Meeting minutes showing student approval filed in the activities office
- Selection of the vendor
- Time line established, scheduled on master school calendar
- Group meeting to cover the details of the sale
- Intent to Raise Funds form filled out and filed in the activities office
- Vendor contract signed
- Purchase Order issued
- Parent and student responsibility acknowledged and parent permission secured
- Incentives determined
- Sale kick-off event
- Initial inventory received, counted, and secured
- Packing Slip and/or Invoice approved by students and advisors and given to ASB Bookkeeper
- Merchandise secured during delivery period
- Individual student record sheets used
- Record sheets verified
- Money deposited daily to ASB bookkeeper
- Final inventory: secure and return unsold merchandise
- Final reconciliation of funds raised (Profit & Loss Form completed)
- Final bill approved by students and advisor and then paid
- Fundraiser evaluated by students and advisor