

# Student Body Account Fundraising Guidelines for Teachers

(Please note that individual sites may have guidelines in addition to these)

- **Initiate a fundraiser**-obtain a 'Student Body Fundraising Activity' form, sometimes referred to as a 'Revenue Potential Form', from the ASB bookkeeper or Advisor. The top section of the form is to be completed by the teacher/club advisor or athletic group, or follow site guidelines to initiate a fundraiser. This form needs to be submitted for approval to the site administrator and noted in meeting minutes prior to the start of the fundraiser.
- **Receipting revenues**-all money collected must be receipted by using a classroom roster, group collection form, or a receipt book in triplicate copies. If using receipts, one copy to student, one copy submitted to bookkeeper with cash, and one copy to remain in receipt book. All cash must be submitted to the office daily (no cash should be kept in rooms overnight).
- **Procedures for spending**-Revenue and expense for fundraiser must be approved and listed on the annual budget submitted to District Office. To request an expense from the ASB, submit a purchase order or payment authorization with an invoice to the bookkeeper for payment; this must be done in advance of ordering.
- **Fundraiser completion**-once the fundraiser has been completed and the invoices have been paid, the bottom portion of the 'Revenue Potential form' must be completed as to the actual revenue and expense generated from the fundraiser and returned to the bookkeeper or advisor for auditing purposes.
- **For further guidelines on fundraising**-contact your activity director or ASB advisor.

## General Guidelines for fundraising:

- Revenues may be generated from various activities for Student Body fundraising; however food sales on campus shall not interfere with District Food Service Programs.
- Student Body Organizations are prohibited from raffle ticket sales and games of chance due to IRS regulations.
- Always verify that your fundraiser activity is not on the list of prohibited activities published by CRSIG. The list is available on the administrative resources link of the Business Services web page.

For more detailed information, refer to the Student Body Organizations Policies and Procedure manual on the district web site-Business Services Division, then Fiscal Services, then scroll down to ASB Handbook.