

# Fund Raising Packet

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## Ontario Local School District Fund Raiser Request Form

Date:	Requestor:	
Organization Name:	Start Date: Stop Date:	
Purpose of Fund Raiser:		
Vendor Name:		
Address:	City:	State:
Zip:	Phone:	Fax:
Type of product / service to be sold:		
Estimated Cost of product / service: \$		
Estimated Net Profit of product / service: \$		
Vendor contact name:		

### Approval

(All requests must be approved prior to selling merchandise / services)

Principal:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-approval reason:
AD – if athletic:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-approval reason:
Date:	*****	*****

- ❖ Submit to building principal / AD / building secretary for requisition with ordering instructions.
- ❖ Purchase order will be processed by the Treasurer’s office.
- ❖ When merchandise /services are received – forward completed purchase order (green copy – signed / dated) to the Treasurer’s office.
- ❖ Invoices – forward to Treasurer’s office.

## Fund Raising Procedures

- ❖ A request form must be approved and the fund raiser placed on the master schedule.
- ❖ Check your activity budget to make sure that fund raisers were budgeted – if not then revise your budget.
- ❖ Must have a purchase order before the fund raiser begins. Estimate the cost of the fund raiser on the purchase order. Treasurer's office will pay the correct amount from the invoice received from vendor.
- ❖ Records needed to be kept by employee:
  - Order forms – from each student to verify monies received from student
  - Pledge sheets – same as above
  - Student responsibility contracts – verifies and keeps record of products in the possession of the students. Student must return product or monies in the amount on the form. (This is for fund raisers in which orders are not taken.)
  - Ticket sales reconciliation – if tickets are sold at an event, keep the ticket following the last ticket sold for each type of ticket sold (ex. adult / student) and complete the form.
  - Receipts or receipts log – a record by name and amount of money received from students. Individual receipts are best – but at least keep a log of all monies received.
  - Markdowns – merchandise / services due to defects or overages, keep a record of the quantity and adjusted price.
  - Defective product – keep a record of items and quantities of any product thrown away, credit received, and/or if the items / services are different prices.
- ❖ Deposit money daily – all monies should be turned into the building office for deposit.
- ❖ Distribution of prizes / cash – prizes and cash earned by students must be on a separate purchase order for payment.
- ❖ Change funds – if you need a temporary change fund, contact the Treasurer's office. When the change fund is no longer needed – return change fund to the Treasurer's office. It is the responsibility of the employee to return change fund to the Treasurer's office.
- ❖ Fund raiser Profit / Loss statement – at the completion of the fund raiser and when all monies have been deposited, a profit / loss statement will need to be completed within 30 days of the scheduled completion date.
- ❖ Treasurer – please call the Treasurer's office for assistance.

### **Fund Raiser Audit Trail:**

- ❖ Purchase order
- ❖ Keep a copy / records of:
  - Individual order forms or pledges (names / total amount)
  - Amount of product given to each student (names / quantities)
  - Credit received for defective merchandise
  - Individual receipts / receipt ledger
  - Inventory of unsold merchandise / defects / returns
- ❖ Compare the above to determine if any students still owe monies / product. Students with monies / product due – a letter must be sent home and a copy of letter attached to the Profit / Loss Statement.
- ❖ Records should be kept for four (4) years.

### **STUDENT FUND RAISING ACTIVITIES**

1. Each student activity organization shall submit during the final month of each school year, a statement to include goals, budget, and sources of funding for the coming school year.
2. Community off-school grounds solicitations shall be Board approved and scheduled on an annual calendar.
  - A. Parent and student groups who wish to conduct these solicitations shall submit formal requests by April 1 of the preceding year.
  - B. No community off-school grounds solicitation which involves Ontario students as a group, may take place unless first approved by the school administrators.
  - C. Available Board funds may be allocated according to need. Community off-school grounds requests may be considered only where need exceeds available funds.
  - D. The District will attempt to schedule only one community off-school grounds solicitation at any time unless approved by the assistant high school principal.
  - E. Priority in scheduling these solicitations shall be given to those solicitations which are traditional to the District.
  - F. Where possible, the dates of these traditional solicitations shall be placed on the annual band calendar.
3. Car washes, working at Mid-Ohio Sports Car Course, 50/50 or services provided to receive donations will not be considered as community off-school solicitations.
4. Anytime revenue is generated by an organization, the procedures found in the fund raiser request form must be followed.
5. Failure to follow the proper fund raising procedures may result in finding for recovery or loss of certification / licensure and loss of further fund raiser privileges.
6. All fund raisers who want to solicit at athletic contests must receive prior approval from the athletic director.
7. No fund raising activity will occur without permission of the building principal.

(Approval date: October 1986)

(Re-approval date: 2003)

Ontario Local School District, Ontario Ohio

Revised: AUG/2015

**ONTARIO LOCAL SCHOOLS  
FUND RAISING PROJECT PROFIT AND LOSS STATEMENT**

Project:	Purpose:
Fund raising dates:	Signature:

**REVENUE**

If the fund raiser involves pledges, attach copies of the pledge sheet.				
QTY to sell	X	Unit Selling Price	Collectable Revenue	Actual Revenue Deposited
	X		\$	
	X		\$	
	X		\$	
	X		\$	
	X		\$	
	X		\$	
	X		\$	
Total:			\$	\$ (1)
<b>Explanation of Collectable Revenue not matching Actual Revenue Deposited</b>				
Money due from students	\$	(complete page 5)		
Unsold product	\$	(complete page 5)		
Defective Mdse. /returns	\$	(complete page 5)		
Other:	\$	submit explanation page		
Total:		\$		

**EXPENDITURES**

QTY Purchased	X	Unit Purchase Price	Cost of Goods
	X	\$	\$
	X	\$	\$
	X	\$	\$
	X	\$	\$
	X	\$	\$
	X	\$	\$
Total:			\$
Cost value of returns (detail on back)			\$ (            )
Total cost of goods available for sale:			\$
Supplies			\$
Purchase services			\$
Awards and prizes			\$
Other:			\$
			Total Expenditures: \$ (2)
			<b>Net Income:</b> \$ (1) Minus (2)
Principal signature:			Superintendent signature:

**MONEY DUE FROM STUDENTS**

Student Name:	Amount due:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	Total: \$

**UNSOLD PRODUCT**

Quantity	X	Unit Price	=	Amount
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
TOTAL:				\$
Plans for disposition of the above product:				

**Defective merchandise and returns**

Quantity Returned	X	Unit Selling Price	=	Sales value of return
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
TOTAL:				\$
Quantity Returned	X	Unit Purchase Price	=	Cost value of return
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
TOTAL:				\$

**Student Fund Raiser Responsibility Contract**

I acknowledge receipt of said product with said value and further acknowledge it is my responsibility to return either money, unsold product, or a combination of both which equals said dollar amount. I accept total responsibility for the safekeeping of both the unsold product and any money collected that has not been returned to the advisor for a receipt. I will pay for any differences between value of product received and value returned.

QTY	Description of product	Dollar Value	Student Name	Student Signature	Date	Amount Returned	Student Signature	Date

**ONTARIO LOCAL SCHOOLS – RECEIPT LEDGER**

DATE	STUDENT NAME	AMOUNT	DEPOSIT TOTAL
		Page Total:	



# Ontario Local School District

Dear Parent:

Our records show that \_\_\_\_\_ has signed for and possesses products from our fund raiser in the amount of \$\_\_\_\_\_. Your child is responsible for returning this dollar amount in the form of cash, check, credit card (VISA/MC), product, or any combination thereof. We ask that you do so at your earliest convenience. You may contact us at the phone number below if you have further questions or payment options.

Sincerely,

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(Coach or Advisor)

(Date)

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(phone number)