

NINE MILE FALLS SCHOOL DISTRICT
ASB CHARITABLE FUNDRAISING ACTIVITY FORM

3511F-1

A. Request for Pre-Approval of Charitable Fundraiser

School: _____ Activity: _____

Name of Fundraising Activity: _____

Beneficiary: _____

Description/Purpose: _____

The following signatures must be obtained before the charitable fundraiser may be commenced:

Dates of the Fundraiser: Beginning _____ Ending _____

Team/Club Leader (student): _____ Date: _____

Coach/Club Advisor (staff): _____ Date: _____

Student Body Council: _____ Date: _____

School Business Manager: _____ Date: _____

Principal's Pre-Approval: _____ Date: _____

School District Approval: _____ Date: _____

B. Accounting Summary of Fundraiser

1. Total Actual Revenue Received	\$ _____
2. Total Cost of Goods Sold (<i>your cost for items</i>)	\$ _____
3. Other Expenses (<i>decorations, supplies, etc.</i>)	\$ _____
4. Total Expenditures	\$ _____ (line 2 plus line 3)
5. Net Profit (Loss)	\$ _____ (line 1 less line 4)

C. Final Approval of Reconciliation

Under penalty of perjury, I certify that the above accounting information is complete and accurate:

Team/Club Leader (Student): _____ Date: _____

Coach/Club Advisor (staff): _____ Date: _____

School Business Manager: _____ Date: _____

Principal's Approval: _____ Date: _____

ASB and Private (Charitable) Fundraisers

RCW 28A.325.030 that took effect June 8, 2000, outlines state regulations for non-associated student body private moneys by student groups in their private capacities for private purposes and/or private gifts and contributions. WAC 392-138-010 provides further regulations for these activities. Nine Mile Falls School District Policy 3511 outlines district regulations for charitable fundraisers.

The following procedures and guidelines will guide the conduct of ASB fundraisers for charitable purposes. See Procedure 3511.

- This form will be completed to keep a record of the progress of a fundraising activity. It contains approvals, guidelines and procedures needed. Be sure to completely fill out the information on the left hand side of this form as well as employ the checklist on the back.
- All district procedures regarding approvals, i.e. student body, school and district approval, must be followed. This includes the same use of cash handling procedures, and controls in place for any fundraising activity.
- Any funds received as a result of the fundraiser must be secured at all times.
- Appropriate record keeping forms must be used to document details of the fundraiser.
- Any funds received must be deposited intact* with the ASB Fund in a timely manner and according to district guidelines and procedures.
- An estimate of funds to be received (project proposal) prior to the fundraiser and a financial summary after the fundraiser must be completed at the end of the event. This form contains a section to record the final financial summary.
- Since the charitable fundraiser is a private activity, public funds (i.e. a club, class or activity's regular funds may not be used to contribute to the charitable fund raiser. The fundraiser must stand on its' own. Any supplies, product or other assets received for the fundraiser must either be through donations or the paid out proceeds of the fundraiser.
- All revenues, expenditures and balances must be maintained separately from the ASB Activity account.
- If the charitable fundraiser produces a loss, the loss must be made up out of the sponsoring activity's regular funds. Therefore, as part of the approval process, there must be assurance that the sponsoring activity has enough of a balance to cover any reasonably expected loss.
- By law, the Nine Mile Falls School District must withhold an amount equal to the direct cost of its services for the fundraiser.

* Money received from any fund-generating activity will be deposited in the same form it was received, i.e. checks may not be cashed and change must not be made from these funds. Also, purchases of supplies, materials or service may not be made from these funds.