

Fundraiser procedures

1. Fundraiser request forms must be submitted to building principals for approval. Principals will check school-wide calendar to make sure requested fundraiser is not already being done.
2. Approved fundraiser request forms will be sent to Central Office, Business Department.
3. The Business Department will put the fundraiser on the school-wide calendar. Fundraisers will be posted in the order that they are received. If there is a duplicate fundraiser submitted it will be sent back to the building principal denied.
4. Fundraiser money will be turned in to building secretaries daily. A copy of the deposit slip should be attached to the fundraiser profit/loss statement.
5. When fundraiser is complete, the profit/loss statement should be turned in to the building principals no later than 5 days following the fundraiser with copies of the deposit slips, receipts and invoices attached.
6. Checks will not be processed without the required profit/loss statements.
7. Check request with fundraiser profit/loss statement must be turned in to Business Office by noon on Wednesdays in order to receive check on Friday.
8. For year-round fundraisers, profit/loss statements must be turned in quarterly. A new fundraiser request form must be submitted at the beginning of each new school year if fundraiser is to be carried over into the next school year. (Examples: Market Day, Bake Sales, Merchandise being sold from previous years, etc.)

**INTERNAL FUNDS
REQUEST FOR FUND RAISERS ACTIVITY**

SCHOOL: HIGH SCHOOL MIDDLE SCHOOL ALGONAC EL FAIR HAVEN MILLSIDE CHILDCARE

INTERNAL FUND(S) TO PROFIT: _____

NAME OF CLASS/ACCOUNT _____ **ACCT #:** _____

SUBMITTED BY: _____ **TITLE:** _____

- **ADVISOR (IF STUDENT ACCOUNT):** _____
- **PARENT OR STAFF RESPONSIBLE:** _____
(one of the two lines above must be filled out)
- **PHONE:** _____
- **ACTIVITY (Give details of activities)** _____

- **DATE OF ACTIVITY:** Beginning _____ Ending _____
- **ADVANCEMENT OF FUNDS TO BUY PRODUCT (IF ANY) :** \$ _____
- **INTERNAL FUND:** _____
- **EXPECTED PROFIT OF FUND RAISER (IF KNOWN):** \$ _____

NAME OF ALL SUPERVISORS OF ACTIVITY (CHAIRPERSONS, CUSTODIANS, ETC.)

Name _____ Phone _____

Name _____ Phone _____

APPROVED NOT APPROVED DATE: _____

PRINCIPAL/DIRECTOR: _____ **DATE** _____

Return Copy to Principal

Please note:

- Central Office will keep track of all fundraisers to try to stop duplicate efforts during the same period of time between buildings/groups.
- Before any fundraiser involving internal funds, this form must be filled out and distributed to the Building Principal.

**INTERNAL FUNDS
ALGONAC COMMUNITY SCHOOLS
FUND RAISER PROFIT SHEET**

THIS REPORT IS TO BE RETURNED TO THE BUILDING PRINCIPAL

DATE OF EVENT: _____ NAME OF ACTIVITY: _____

INTERNAL FUND DEPOSITED TO: _____

A. Deposits From Activity:(attach copies) _____

B. LESS SALES TAX (IF APPLICABLE) _____
Deposit x 6% (.06)-Please see **bottom** on sales tax for schools

C. **Sub Total** _____ **(A minus B)**

D. Ticket Sales _____ Total Tickets Sold _____ *

E. **Total Sales** _____ **(Add lines C & D)**

LESS EXPENSES-(attach copies of receipts)

F. LABOR EXPENSE (IF ANY) _____

G. SUPPLIES & MATERIALS _____

H. INVOICES _____

I. INVOICES _____

J. RECEIPTS _____

J. MISCELLANEOUS _____

MISCELLANEOUS _____

K. **EXPENSES** _____ **(Add lines F through J)**

NET PROFIT : _____ **(E minus K)**

EXPLANATION OF VARIANCES: _____

PREPARED BY: (PRINT NAME): _____

SIGNATURE: _____ DATE: _____

SCHOOL REP SIGNATURE: _____ DATE: _____

TAXABLE ITEMS

- School Clothing (shirts, sweaters, etc)
- Notebooks, paper & other school supply items
- School Yearbooks

*Attach copy of Raffle License