

Fundraising Rules for Coaches/Teachers/Advisors

State ASB guidelines require **ALL** fundraisers, new and old, to be presented each year to the student council for approval. **ANY** money collected by an employee of the Freeman School District or in the name of Freeman High School becomes public funds and it must be controlled according to the procedures set up by the State Auditor's Office. **No Exceptions!** Because ASB monies are considered "high risk", even closer attention must be paid to these steps:

Step 1 – All fundraisers must be **pre-approved** by the student council. See Kristal for a Fundraiser Request form, fill it out and return to Kristal. Your representative will then present the proposal at the next council meeting. Student council meetings are usually the second and fourth Tuesday of each month during 3rd period. **PLAN AHEAD!** Approval **must** be recorded in the minutes **before** you start collecting money.

Step 2 – If approved, you will receive a signed copy back in your box. Submit purchase order requests, if needed, for any items that need to be bought for the fundraiser. Purchase order numbers must be used to order any materials. Do not order by phone or mail **without PO number**. At this time, responsibility and procedures for handling the money will be determined. During and after the event, advisors are responsible for turning in packing slips and/or acknowledging invoices for payment. Turn in all registration or order forms.

Step 3 – If you are needing a cash box, please use the appropriate form to request one at least **one week** in advance and give to Kristal. All appropriate cash handling procedures must be followed including using the Deposit Record form available from Kristal. **Turn all money in within 24 hours.**

Step 4 – At the end of the fundraiser, see Kristal for a Fundraiser Reconciliation form. The **advisor is responsible** for completing the reconciliation form that documents the profit/loss of the fundraiser. Please include all supporting documentation along with your reconciliation (if needed, collect from Kristal).

THESE PROCEDURES MUST BE FOLLOWED NO MATTER WHAT AMOUNT OF MONEY IS INVOLVED. THEY ARE TO PROTECT YOU AND OUR DISTRICT.