

**FUNDRAISING CHECKLIST-** PRINT THIS FORM AND TURN IN  
WITH THE FUNDRAISING PETITION

1. COMPLETE **FUNDRAISING PETITION** AND TURN INTO ASB BUSINESS OFFICE AT LEAST ONE WEEK PRIOR TO FUNDRAISER.
2. IF SELLING MERCHANDISE OR PRODUCTS, AND ITEMS ARE CHECKED OUT TO STUDENTS THE **SCHOOL FUNDRAISER PERMISSION FORM** MUST BE COMPLETED.
3. USE THE **ASB FUNDRAISER CHECK OUT AND CHECK IN FORM** IF ITEMS OR PRODUCTS ARE CHECKED OUT TO STUDENTS. THIS MUST BE TURNED INTO ASB OFFICE WITH YOUR FINAL RECONCILIATION AND PROFIT LOSS ANALYSIS.
4. COMPLETE THE **FUNDRAISER FINAL RECONCILIATION** AND THE **FUNDRAISING PROFIT ANALYSIS** WHEN THE FUNDRAISER IS COMPLETE AND TURN INTO THE ASB BUSINESS OFFICE.
5. IF YOU SOLD PRODUCT THAT WAS PRE-PURCHASED, ANY REMAINING PRODUCT MUST BE TURNED INTO THE ASB/ATHLETIC OFFICE. WE WILL HOLD YOUR INVENTORY FOR YOU.
6. NO ADDITIONAL FUNDRAISING WILL BE ALLOWED UNTIL EACH FUNDRAISER IS COMPLETE AND ALL PAPERWORK IS FINALIZED.

I HAVE READ THE FUNDRAISER CHECK LIST AND UNDERSTAND THE ABOVE GUIDELINES.

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ADVISOR/COACH SIGNATURE

WENATCHEE HIGH SCHOOL

FUNDRAISER PETITION

Club/Activity or Sport \_\_\_\_\_ Advisor/Coach \_\_\_\_\_

Chair person in charge of Revenue \_\_\_\_\_

Chairperson in charge of Sales \_\_\_\_\_

Describe Fundraiser in Detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will the Fundraiser be held? \_\_\_\_\_ Date and Time \_\_\_\_\_

Admission Charge or Cost of Product? (Attach documentation) \_\_\_\_\_

What are profits to be used for \_\_\_\_\_

How much are you expecting to Fundraise? Please explain \_\_\_\_\_

\_\_\_\_\_

Expenses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Advisor/Coach) reviewed required accounting policies and we agree to comply with the money handling procedures and submit a Fundraising Final Reconciliation and other required documentation upon completion of our fundraiser.

**ADVISOR/COACH SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Approved** \_\_\_ **Yes** \_\_\_ **No** Not approved for the following reason \_\_\_\_\_

ADMINISTRATOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

ASB ACCOUNTANT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

ASB STUDENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SCHOOL FUNDRAISER PERMISSION FORM

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Dear Parent/Guardian,

Date \_\_\_\_\_

Our school is sponsoring the following Fundraiser. Please review the guidelines noted below, sign and then return this form to the advisor/coach.

Team/Club \_\_\_\_\_

Type of Fundraiser \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## FUNDRAISER GUIDELINES:

Please read the following guidelines carefully and review with your student before the fundraiser begins.

1. Money collected should be turned in exactly as collected. Please do not deposit money into a personal account and write a check for the total amount.
2. Donations, money collected, or any merchandise/tickets should never be stored in lockers or left unattended in classrooms.
3. If the fundraiser is conducted away from school property, it is the sole responsibility of the parents to provide supervision of their students in this voluntary fundraising activity.
4. Students have responsibility for items being sold. If any items are lost or stolen, he or she must pay for them.
5. Please make sure all items are counted when being checked out and signed for.
6. The items checked out to the student or the appropriate amount of money must be returned by the end of the sale. If the amount of money and or items that are returned is less than what was checked out, a fine will be placed on the students account.

*I have read the fundraiser guidelines and agree to allow my son/daughter to participate in the fundraiser described above.*

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Student Name	Student Signature	Date
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Parent Name	Parent Signature	Date
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# ASB FUNDRAISER CHECK OUT AND CHECK IN FORM

Group/Club Name \_\_\_\_\_ Fundraiser Name \_\_\_\_\_

Complete at item check out

Complete at Item check in

DATE	STUDENT NAME	TYPE OF ITEM	# OF ITEMS OR RANGE CHECKED OUT	STUDENT INITIALS	# OF ITEMS OR RANGE CHECKED IN	ITEM	MONEY TURNED IN	STUDENT INITIALS

\_\_\_\_\_  
Club Advisor/Coach Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# FUNDRAISER FINAL RECONCILIATION

*Fill out this form and attach the ASB fundraising Profit Analysis*

Club/Group Name: \_\_\_\_\_ School: \_\_\_\_\_

Fundraising Activity: \_\_\_\_\_

Product Sold: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Date of Fundraiser: \_\_\_\_\_ How many participated: \_\_\_\_\_

How and Where Products were sold (door to door, pre-orders, before and after school) \_\_\_\_\_

Completion of this form finalizes your sale. Attach a list of students who have not fulfilled their sales obligation noting merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the ASB bookkeeper so that the student can have a fine placed on his account. Your club account will be credited as these fines are paid.

*All items must be completed (if tangible items were sold)*

**A. Merchandise Purchased and /or Expenses: (Attach a copy of the invoice)**

_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
Sub total		_____
Shipping & Tax		_____
Total		_____

**B. Merchandise, Tickets Sold/Revenue: (include shipping and taxes in your sale price per item)**

_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
Sub total		_____
Total		_____

C. Merchandise or Tickets unsold:

\_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_

Shipping & Tax \_\_\_\_\_

Total \_\_\_\_\_

D. Merchandise or Tickets checked out and not returned:

\_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_

Value of items not returned \_\_\_\_\_

Total of fines \_\_\_\_\_

The unsold merchandise has been returned to the vendor for credit (Y/N) \_\_\_\_\_

The unsold items have been inventoried and the inventory list submitted to the ASB office (Y/N) \_\_\_\_\_

Inventory sold to the school store or another group (Y/N- explain) \_\_\_\_\_

A list of those not returning merchandise has been turned in to the ASB Bookkeeper (Y/N) \_\_\_\_\_

RECAP: A. Merchandise or tickets sold/Revenue \_\_\_\_\_  
 B. Merchandise or tickets unsold + \_\_\_\_\_  
 C. Merchandise on checked out and not returned + \_\_\_\_\_  
 Sub total = \_\_\_\_\_  
 D. Merchandise Purchased/Expenses (tax & shipping inc.) - \_\_\_\_\_  
 PROFIT TOTAL = \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Club Treasurer \_\_\_\_\_ Date \_\_\_\_\_

ASB Treasurer \_\_\_\_\_ Date \_\_\_\_\_

ASB Bookkeeper \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

**WENATCHEE HIGH SCHOOL  
ASB FUNDRAISING PROFIT ANALYSIS**

ACTIVITY \_\_\_\_\_  
DATE \_\_\_\_\_

1. TOTAL UNITS OF MERCHANDISE PURCHASED/EXPENSES \_\_\_\_\_
2. MERCHANDISE, TICKETS SOLD/REVENUE \_\_\_\_\_
3. NET UNITS OF MERCHANDISE (ITEM 1-ITEM 2) \_\_\_\_\_
4. SELLING PRICE \_\_\_\_\_
5. MERCHANDISE OR TICKETS UNSOLD/FINED \_\_\_\_\_
6. GROSS PROFIT (5-6) \_\_\_\_\_
7. LESS MISCELLANEOUS EXPENSES \_\_\_\_\_  
(shipping, tax, over/short)
8. NET PROFIT (ITEM 6-ITEM 8) \_\_\_\_\_  
(Note this amount must match profit on final reconciliation)
9. What is the plan for the ending inventory? \_\_\_\_\_

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EXPLANATION \_\_\_\_\_  
\_\_\_\_\_

Prepared by _____	Date _____
Approved by _____ (Administrator)	Date _____
ASB Bookkeeper _____	Date _____