

Goodrich Area Schools



FUNDRAISER PACKET

(To be completed before each fundraising activity)

**PROCEDURES TO FOLLOW
FOR ALL FUNDRAISING ACTIVITIES**

Updated Fall 2020

GOODRICH AREA SCHOOLS

Goodrich Area Schools PROCEDURES FOR FUNDRAISERS

This procedure involves all fundraisers at any building, by any Parent-Teacher or Booster group, or any other group associated with Goodrich Area Schools.

If fundraising is going to be conducted to sponsor a specific purpose, such as an out-of-state or overnight field trip (which requires board approval), or a facility improvement (which requires Superintendent approval) approval must occur prior to the initiation of any fundraising.

Every attempt should be made to coordinate fundraising activities, to avoid financially overwhelming our school community.

School-sponsored organizations may **not** have more than one money-raising event per year that involves going door-to-door in the community to raise funds.

To have a fundraiser, three forms will be required. Forms 1 and 2 must be completed and signed **BEFORE** the fundraiser takes place. The third form is submitted with monies to be deposited upon completion of the fundraiser/event.

1. REQUEST FOR FUNDRAISER ACTIVITY FORM

This form is to be signed by the Building Principal and sent to Central Office. Once approved by the Superintendent, a copy will be sent back to the building secretary or requestor.

2. CASH HANDLING PROCEDURES AGREEMENT

Any individual handling deposits must sign and return this form to Central Office, with the Fundraiser Activity Form. If you have taken the responsibility of collecting funds, proper procedures must be followed to protect the district, as well as yourself.

3. FUNDRAISER FINANCIAL SUMMARY

A Fundraiser Finance Summary spreadsheet is attached and available electronically. This form must be completed and turned in with all monies collected. Fundraiser monies should be turned in to the Building/Program Secretary or to the Business Office.

Goodrich Area Schools
REQUEST FOR FUNDRAISER ACTIVITY

BUILDING/GRADE/CLASS OR ORGANIZATION REQUESTING APPROVAL:

DATE(S) OF ACTIVITY: _____

ADVISOR/PARENT/STAFF MEMBER RESPONSIBLE: _____

PHONE NUMBER: _____ EMAIL: _____

DESCRIPTION OF ACTIVITY/FUNDRAISER (INCLUDE PURPOSE, DATE AND BENEFICIARY). ATTACH ADDITIONAL PAPER IF NEEDED:

HAS TRIP BEEN AUTHORIZED SUPERINTENDENT AND/OR BOARD OF EDUCATION? _____ DATE: _____

HAS FACILITY IMPROVEMENT BEEN AUTHORIZED BY CENTRAL OFFICE? _____ DATE: _____

ADVANCE OF FUNDS NEEDED TO BUY PRODUCT (IF ANY) \$ _____

EXPECTED PROFIT OF FUNDRAISER (IF KNOWN) \$ _____

APPROVED _____ NOT APPROVED _____ DATE _____

PRINCIPAL/DIRECTOR _____

APPROVED _____ NOT APPROVED _____ DATE _____

SUPERINTENDENT _____

ROUTE ORIGINAL TO JOY MOLL IN CENTRAL OFFICE. ONCE SIGNED BY THE SUPERINTENDENT, A COPY WILL BE FORWARDED TO THE APPROPRIATE DISTRICT SECRETARY OR THE REQUESTOR.

Please note:

1. Before any fundraising begins, this form must be completed and approved by the Building Principal and the Superintendent.
2. Before any fundraising begins, a Cash Handling Procedures Agreement must be completed and signed and accompany this form.
3. At the conclusion of your fundraising activity, a Fundraiser Financial Summary spreadsheet must be completed and turned in with all monies collected.

Goodrich Area Schools
CASH HANDLING PROCEDURES AGREEMENT

If you have taken the responsibility of collecting and depositing monies from a fundraiser, proper procedures must be followed to protect the district as well as yourself. Cash handling is not to be taken lightly and the procedures noted below must be adhered to. Central Office and the Business Office appreciate the help and support our school community receives from your efforts to collect funds responsibly. Your activities reflect upon the reputation of Goodrich Area Schools.

- Deposits should be made daily when receipts exceed \$200. Collections of amounts under \$200 should be deposited at least weekly. Don't let funds sit idle.
- No monies should be left overnight in desks, lockers, or other locations.
- Cash should be stored in a safe, secure place until it is deposited.
- Two adults should count cash from fundraisers immediately after the event ends. Don't put you or your members in a position where your integrity may be questioned.
- All checks should be made payable to **Goodrich Area Schools**. Copies should be made of all checks deposited.
- Deposits should never be altered.
- Funds from different fundraisers should not be commingled on one deposit slip. Use a separate deposit slip for each fundraiser or source of revenue. This will assist in determining the profitability of a specific fundraiser.
- **Cash collected may NEVER be used for: purchases, petty cash, reimbursements, payment to vendors, or to make change (unless for cash box purposes).**
- Once deposits are received in their entirety, payments and purchases may be made via a check request form to the Business Office.
- **No individuals should realize personal gain from funds raised to benefit our students.**

I have reviewed and understand the activities cash handling procedures.

PRINT NAME _____

SIGNATURE _____ **DATE** _____

ACCOUNT # _____

Any individual who will be handling deposits must sign and return this form to:

Joy Moll at Central Office or jmoll@goodrichschools.org

GOODRICH AREA SCHOOLS

Name of Organization	_____
Account Number	_____

	Amount
Deposit #1	
Deposit #2	
Deposit #3	
Deposit #4	
Total Revenue	-

Date	Vendor	Amount
Total Disbursements		-

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