

Scott County School District 2

**2019-20
School Year**
(7-1-19 to 6-30-20)

**Student Fundraiser
Information**

Scott County School District 2

Fundraiser Guidelines

2019-20

These guidelines are for fundraisers held within the school corporation to be deposited into Extra-Curricular Accounts. These guidelines do NOT pertain to PTOs or Booster Clubs.

1. Anyone wanting to have a fundraiser must complete and submit their Request for Fundraiser form to their building principal (SHS will send their completed form to Tom Harlow to check date availability before fundraiser can be approved).
2. Fundraiser Request Forms must be completed by the sponsor and approved by the principal before a fundraiser begins. The Request for Fundraiser form will be sent to the Business Office for the ECA Treasurer as soon as approved.
3. All fundraisers will be no longer than 30 days. High School fundraisers will be no longer than one week in length.
4. There should be only ONE fundraiser per organization per school year. Fundraisers that utilize an outside vendor require that all monies be collected when the order is made.
5. All money received **MUST** be promptly counted and recorded on the Cash Received Form, an ECA SA-8 form and ECA bank deposit slip. It is always a good idea to have two adults count the money and sign verifying the funds to be deposited. **STUDENTS SHOULD NEVER COUNT MONEY TO BE DEPOSITED.** These forms and money should be taken to the office every day. **DO NOT LEAVE MONEY IN YOUR CLASSROOM!!!** The Cafeteria Manager of each school is bonded to take your deposits to the bank. Once the Cafeteria Manager takes the deposit to the bank, she will then bring all of your paperwork to the Business Office to give to the ECA Treasurer. Upon receiving the paperwork at the Business Office, the ECA Treasurer will process your deposit and a receipt will be sent back to you.
6. **NO MONEY SHOULD EVER GO HOME WITH YOU!!!** You are responsible for this money until you take it to your school office to be locked up.
7. At the end of the fundraiser you should fill out the Fundraiser Follow-up Report. You will send the following to the Business Office once signed by the sponsor and principal: Fundraiser Follow-up Report and Sign-Out Form should be sent to the Business Office within 30 days after the fundraiser activity has ended.
8. All expenses involved with the fundraiser **MUST** be paid through the ECA Treasurer at the Business Office. ECA Purchase Orders and ECA Claim for Payment forms are available in your building office. Send completed ECA Purchase Orders and/or ECA Claim for Payment form to the ECA Treasurer at the Business Office. **ALL FORMS MUST BE SIGNED BY A PRINCIPAL TO APPROVE EXPENSES.** The sponsor will NOT sign the forms. **DO NOT PAY FOR ANYTHING WITH THE COLLECTED FUNDRAISER CASH!!**
9. Failure to follow these guidelines could result in your organization not being allowed to have future fundraisers.

Questions: Call Tammy Mosier, ECA Treasurer at 812-752-8999 Ext. 1044.

Scott County School District 2
Request for Fundraiser
2019 -20
School Year
(7-1-19 to 6-30-20)

Please fill out this form completely and return it to the building office for approval. (High School request will be sent to Tom Harlow) If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank.

1. School Building: _____

2. Name of Club: _____

3. Sponsor Name(s): _____

4. Activity Description: _____

5. Date(s) of Fundraiser:

Beginning Date: _____

Ending Date: _____ (Maximum of 30 days from start date.)

6. Briefly describe how the profit will be used for this club in the future.

7. Project explanation (name of product, company, sales rep and method of sales)

8. Attach copy of the Fundraiser Guidelines that will be given to students.

9. Will you need the use of school facilities: Yes ___ No ___

If yes, list the facilities needed with the time and date: _____

10. Please give details:

Cost of product (per item) _____

Amount to be paid to company or percent of sales _____

Profit per item _____

Total Expected Profit _____

11. Will the company accept returns? Yes ___ No ___

12. If no, what will be done with the unsold or unwanted items?

Please give any additional information you feel might be important.

Approved: _____

Rejected: _____

Principal Signature

Sponsor Signature

Date

***** Please note that this form must be completed, approved, and forwarded to the business office before the fundraiser can start. The Follow-up Report must be completed and returned to the business office within 30 days after the fundraising activity was scheduled to be finished. Failure to complete the appropriate paperwork in a timely manner could forfeit any future fundraising activities for the future.**

Scott County School District 2

Fund Raiser Sign-Out Form

Building Name: _____

Club / Activity Name: _____

Student Signature	Sponsor Signature	Grade	Date Received	Items Received	Item Cost	Total Due
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Sponsor Signature

Principal Signature

Date

* Please give this form to the building secretary with your Follow-Up Report.

Scott County School District 2

Fund Raiser Cash Received Form

Building Name: _____

Club / Activity Name: _____

Student Signature	Sponsor Signature	Grade	Date Received	Cash Received	Checks Received	Total Revenue
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
Total Deposit -						
				Cash	Checks	Total

Sponsor Signature

Principal Signature

Date

*** Please give this form and the funds collected to the building secretary the day they are received.**

Scott County School District 2 Fundraiser Follow-up Report 2019-20 School Year (7-1-19 to 6-30-20)

To be completed by the sponsor at the conclusion of the fundraiser activity. If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank.

1. School Building: _____

2. Name of Club: _____

3. Sponsor Name(s): _____

4. Number of items sold: _____

5. Expenses Incurred: _____

Please give details of expenses: _____

6. Actual Profit: _____

Please give any additional information you feel might be important.

Principal Signature

Sponsor Signature

Date

ECA Treasurer

Fundraiser Follow-up Report

To be completed by the ECA treasurer at the conclusion of the fundraiser activity. Please make sure that the appropriate paperwork is attached.

1. Building _____ Club _____
2. Total Receipts: _____
3. Total Expenses: _____
4. Actual Profit: _____
5. Fund number for this activity in your ECA account: _____

Checklist: _____ Attach a copy of **Sign-Out Form(s)**
_____ Attach a copy of **Cash Received Form(s)**

Please give any additional information you feel might be important.

ECA Treasurer Signature Business Office Manager Signature Date