



Alpine School District
FUND RAISER APPLICATION

ASD Business Services Procedures
Handbook p 27-28
Revised 8.8.2013

School:	Account Name:	Date:
Organization:	Supervising Adviser/Coach:	

List additional fund raising activities for this current school year:

Activity	Date(s)	Revenue
1)		
2)		
3)		
4)		
5)		

PROPOSAL:

Beginning Date:	Ending Date:
School account #	Estimate expected income:
What are the funds to be used for?	
<input type="checkbox"/> Camps & Clinics <input type="checkbox"/> Uniforms <input type="checkbox"/> Equipment	<input type="checkbox"/> Transportation <input type="checkbox"/> Tours & Travel <input type="checkbox"/> Other: _____
<p>Tax Disclaimer/IRS Law requires students earning more than \$600 per year to have administrative approval and complete “W9” making the student’s income taxable. A “1099” form to be issued at the end of the tax term.</p> <p style="text-align: center;">I understand _____ Signed _____ Date _____</p>	
<input type="checkbox"/> Earnings credited to School Group/Team/Organization <input type="checkbox"/> Earnings credited to individual students (to be tracked and reported by the coach/adviser)	
Method of Collecting Money	
<input type="checkbox"/> Cash Box @ Gate/Event <input type="checkbox"/> Pre-Sell Event Ticket—Student to collect money <input type="checkbox"/> Product Sales –Student to collect money	<input type="checkbox"/> Service Sales –Student to collect money <input type="checkbox"/> Myschoolfees.com <input type="checkbox"/> Other: _____

Type of Fund Raiser

Fund raisers can involve ticket, coupon, product sales, service sales or auctions. Each will require a different reconciliation form to be used. Listed below is a brief description of each type of sale and reconciliation necessary. Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability.

- Ticket Sales:** Any time tickets are used; they should be pre-numbered. A record must be kept of all tickets issued and used. Upon completion of the event, the ticket sales reconciliation form should be used.
- Coupon Sales:** If the coupons or coupon books sold are numbered, the ticket sales reconciliation form can be used. If not, the product sales reconciliation form should be used. It is important that a record be kept of whom and how many coupons or coupon books were issued.



- Product Sales:** Product sales involving a limited number of products should use the product sales reconciliation form. It will be important to count the beginning and ending inventory. For product sales involving many products (concession, bake sales, etc.) the service sales reconciliation form should be used. All products could be taxed.
- Service Sales:** Service sales involve providing labor effort only. Examples are car washes, lawn care, and waiter services, etc. The service sales reconciliation form should be used in these instances.
- Auction Sales:** Auctions are often held in conjunction with a banquet. Banquet and auction expenses must be kept separate. It is the sponsor's responsibility to follow district guidelines for conducting auctions and other sales activities that may occur at the same time. The auction reconciliation form should be used.
- Other:** _____

Checklist: The following items must be checked off following discussion between the head coach/head advisor seeking fundraising approval and the principal or designee.

- No rewards or prizes may be offered unless specifically authorized by the principal and elementary or secondary director.
- Student's grades or citizenship standing shall not be affected by a student's ability or willingness to participate in the fundraiser.
- A student's participation or lack thereof in the fundraising effort shall not affect his/her belonging to the team/group.
- Sales quotas for students may not be a part of any fundraising effort.
- Students shall not be required to pay for any unsold items which are returned to the school.
- For individual student fundraisers, students must be given the opportunity to directly pay the costs that are assessed to them instead of fundraising.
- It is the responsibility of the advisor/coach to track income credited to individual students.
- Students may not be assessed fees in excess of the Board approved fee schedule.
- The parent/guardians of elementary student must give permission for their students to participate.
- Raffles are illegal in Utah (**Criminal Code 76-10-1101, 76-10-1102**) and are, therefore, prohibited as a fundraising effort.
- Door-to-door sales are limited to one per organization per school year.
- Show evidence of parental notification and support of proposed fund-raiser. _____
- Reconciliations:** At the end of each fund raiser, a reconciliation form must be completed and sent to the school administrator to be reviewed and attached to the fund raiser request form.
- Administrative Approval:** I understand that all fund raisers (including booster's and parent groups) must have administrative approval before the fund raiser is initiated.

Employee Signature _____

Date _____

Administration Signature _____

Approved

Denied