



FUNDRAISING STEPS TO FOLLOW

FIRST: Students meet together in a club meeting to vote on fundraiser, what will be sold and what will be purchased from the fundraiser proceeds.

REMINDER: Non-Compliant food items cannot be sold during the school day. However, exemptions requests may be made through ADE completing the Survey Monkey <https://www.surveymonkey.com/r/FundraiserExemption> and follow these guidelines:
*A fundraiser may not exceed a period of one week
a. Must have a beginning and an end
b. Cannot be continuous, or occur regularly or repeatedly
*A fundraiser must be able to be defined as infrequent
*Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

SECOND: Determine the type of fundraiser

- a) Student Only
- b) Parent Group Only (SSO's) School Support Organization (i.e. PTO, PTA, FPO and Booster)
- c) Joint Fundraiser (students and SSO's together)

Note: If joint fundraiser is selected, job duties will need to be aligned with the determined split fair and equitable. Complete form and upload in the Fundraising Google Request.

https://www.mpsaz.org/student_activities/forms/files/joint_fundraising_flyer-nov_21.pdf

Determine which group will collect all money and order all product

Next: A fundraising request needs to be submitted via Site Specific Google Link and receive all approvals before moving on to step #3

STUDENT ONLY FUNDRAISING

THIRD: If a product will be needed, complete a student activities requisition for a Purchase Order BEFORE any shopping takes place.

FOURTH: With your Purchase Order in place, your product can be purchased either through the PO or an in-person store purchase.

FIFTH: Important! Send home a notice to parents regarding the fundraising sales. Parents will need to sign for their students responsibility for; product sold, money returned and/or product returned.

SIXTH: Create an inventory spreadsheet for student distribution and for money received. Distribute product to students (only if parent notice has been returned). Where is your product stored? Is it locked up and counted daily?

SEVENTH: Sales start. Students take money to; for elementary, the school secretary, for secondary, the bookstore, on a daily basis. An In-Touch receipt should be issued at that time to the student. The student then gives the receipt to the club/coach sponsor. Money is NOT to be kept in the classroom overnight. It is recommended that money not be given directly to a teacher.

EIGHTH: Reconcile inventory vs sales. Is your reporting accurate?

NINTH: Please note; there are two reporting systems the Club/Coach Sponsor should check often, during AND after the fundraiser.

- 1) Touchbase Reports: Point of Sale System (POS) for up-to-date daily revenue deposits. (if you need access to your touchbase reports, contact the student activities department).
- 2) Visions General Ledger (GL) Reports: You should be receiving a GL report at least once a month from your student activities secretary. Verify from this report that fundraising money was deposited into the account correctly. (If that isn't happening, please request this report from your student activities secretary).

TENTH: Invoice/Receipts sent to Student Activity for payment to vendor. The invoice has been signed along with an "ok to pay" and please close.

CHECK OFF

PO Issued

Product Purchased/Received

Parent Notice

Distribution Product Stored?

Daily Deposits

Inventory vs Sales

Touchbase & General Ledger Reports

Vendor Payments

In the event of an off-campus fundraiser i.e. carwash etc. The club sponsor will need to make arrangements with the administrator to drop the money off, in a sealed bag, in a money safe, for the night or weekend, until the bookstore and club sponsor can count the money together the next school day. Club sponsor should NEVER just leave the money in the bookstore without a receipt from the bookstore.

JOINT FUNDRAISING (STUDENTS & SSO'S TOGETHER)

Have you completed the Joint Fundraising Split determination form?

https://www.mpsaz.org/student_activities/forms/files/joint_fundraising_split_determination-nov_21.pdf

Select
if SSO assuming
responsibilities

CHECK OFF

PO Issued

Product
Purchased/Received

Parent Notice

Distribution
Product Stored?

Daily Deposits

Inventory vs Sales

Touchbase &
General Ledger
Reports
Issue payment to
SSO

Payment

STUDENTS COLLECT MONEY

THIRD: If a product will be needed, complete a student activities requisition for a Purchase Order **BEFORE** any shopping takes place.

FOURTH: With your Purchase Order in place, your product can be purchased either through the PO or an in-person store purchase.

FIFTH: Important! Send home a notice to parents regarding the fundraising sales. Parents will need to sign for their students responsibility for; product sold, money returned and/or product returned.

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EIGHTH: Reconcile inventory vs sales. Is your reporting accurate?

NINTH: Please note; there are two reporting systems the club/coach sponsor should check often during AND after the fundraiser:

1) Touchbase reports: Point of Sale System (POS) for up-to-date daily revenue deposits. (if you need access to your touchbase reports, contact the student activities department).

2) Visions General Ledger (GL) Reports: You should be Receiving a GL report at least once a month from your student activities secretary. Verify from this report that fundraising money was deposited into the account correctly. (if that isn't happening, please request this report from your student activities secretary).

-At this time once all money is deposited, a requisition needs to be completed, listing your SSO as a vendor (have they been set up as a vendor?) to issue a check for their portion of the agreement.

TENTH: Invoice/Receipts sent to Student Activity for payment to vendor. The invoice has been signed along with an "ok to pay" and please close.

SSO'S COLLECT MONEY

THIRD: SSO will be organizing and running the fundraiser, assuming all responsibility.

FOURTH: SSO will purchase product using SSO funds.

FIFTH: SSO will maintain financial reports of expenditures and revenues.

SIXTH: SSO will store and distribute product

SEVENTH: SSO collects all money. It cannot be stored at the school site, at any time, within any safe or classroom.

EIGHTH: SSO will assume all responsibility of all bills due to vendors regarding this fundraiser.

NINTH: Reconcile inventory vs sales and confirm financial report

TENTH: The financial report along with a check for the student portion of the agreement is given to the Club/Coach Sponsor or School Site Bookstore. **(This should be done no later than 15 days after the conclusion of the fundraiser)**