CLUB/COACH SPONSORS

FUNDRAISING INVENTORY

Club Name: _____

Description of Fundraiser _____

QUANTITY RECEIVED _____

Date of Fundraiser _____

COST PER ITEM _____ Each   Pkg   Box

Item	Quantity	Student Name	$ amount due	Parent Notification Received Yes/No	Stu Initials	Money Deposited in BkSt/ Receipt received (amount)	# of Product(s) Returned	Student Signature

Student Fundraiser-Cash Handling Reminders:

- All monies must be safeguarded.
- Any money (cash and/or check) collected from students by district employees and by room parents must be given to the bookstore or the elementary secretary DAILY.
  - Note – It is recommended that money not be given directly to a teacher but rather directly to the secretary or someone in the front office.
- District employees are to maintain a receipt book on all money they collect except issued computer receipts.
  - Note – Receipt books are not needed by secretaries. They can now use the District's InTouch Receipting System to generate receipts.
- Money is NOT to be kept in the classroom overnight. The Bookstore or elementary secretary will make daily deposits into the student activities bank account.
  - Note – Deposits do not need to be made daily but must be made weekly.
- Money collected should never be given directly to a vendor.
  - Note – Purchase orders or cash envelopes need to be issued prior to vendors being paid. Vendors are to be paid by the District.
- All checks must be pre-printed w/name & address, and completely filled out. No post-dated checks
- No private bank accounts, Venmo, Square or any other electronic banking methods are to be used for any student activities, clubs, or organizations, monies are to be received through the school.

TOTAL _____

CLUB/COACH SPONSORS
Don't forget to check your reports for fundraising deposits:
1) Touchbase for up-to-date daily revenue deposits
2) Visions GL Report, received from your student activity secretary, to verify funds were deposited into the account correctly.

Total # Remaining Inventory	Where is inventory stored?

(Quantity Received minus Quanity Sold)

Feb, 2022