

BRONSON COMMUNITY SCHOOLS PROCEDURES FOR FUNDRAISERS

FND-0

These procedures apply to all fundraisers for the benefit of students of Bronson Community Schools.

These requirements are to be implemented in conjunction with those detailed in our document "Management of Student Activity Funds".

For **all** fundraisers, two forms will be required. These are:

1. Form FND-1 "Fundraiser Approval Form". Complete the form and get approval from the building principal or athletic director. They will then route the form to the Jr/Sr High Assistant Principal for final approval and scheduling. Copies will be returned to the fund administrator and originator.
2. Fundraiser Final Report – Complete this report immediately after the conclusion of the fundraiser. Complete either:
 - Form FND-2 – "Catalog Product Sale"
 - Form FND-3 – "Donation or Non-Product Activity"
 - Form FND-4 – "Product Shipped Before Sale"
 - Form FND-5 – "Events For Which Tickets Are Sold"
 - Form FND-6 – "Other" Types of Fundraisers

Please see the "Fundraiser Approval Form" for further descriptions.

Forms are also available for your help in tracking inventory or tickets handed out to students. We strongly urge you to make use of these:

Form FND-7 – "Inventory Tracking for Product Sales"
Form FND-8 – "Tracking for Ticket Sales"

Forms can be found on the district shared drive in the "Forms" folder and "Fundraiser" subfolder. All forms are in excel format. Each spreadsheet has 2 tabs to choose from. The "Handwritten Copy" may be printed and filled in by hand. The "Online Copy" has fields that can be filled in on the computer and then printed.

In addition, all fundraiser monies are to be counted by two people (at least one adult) at the source of collection. A deposit form FND-10 is to be signed by both people counting and turned into the fund administrator's office along with the money. This form is available through building secretaries or at the business office. Money is to be deposited as soon as possible after collection. It should always be kept under lock and key and never kept in classrooms.