

## FUNDRAISING

### Authorization

All fundraising activities must be approved first by the club's general membership and then by ASB at its regularly scheduled ASB meeting in advance of the event and any publicity related thereto.

### Fundraising: What to do when your club wants to raise money

#### STEPS

1. Conduct a formal club meeting open to all members.
2. Keep minutes of that meeting.
3. A student member must make a motion to approve the fundraising activity.
4. A student member of the club must second the motion.
5. There must be open discussion before a vote is taken.
6. A majority of the membership must vote in the affirmative.
7. Complete a Fundraising Request form, including column A.
8. Staple meeting minutes to the Fundraising Request form.  
Bring the request with minutes to E1 at break and lunch for ASB review and approval.
9. Once the event is concluded and all revenue has been accounted for, deposit the proceeds in the school bank, complete columns B&C and the attached Club Fundraiser Final Report, and return the completed form to E1 for review.

### ALL FOOD ITEMS SOLD MUST BE COMMERCIALY PRODUCED AND PACKAGED.

**NEVER, NEVER, NEVER** make payment of food items from local vendors in advance.

**EXAMPLE:** If your club is selling milk tea in the student lot after school, payment for the inventory must be made with the vendor in on the day of pick-up.

### Cash Handling Guidelines

- Always verify start-up cash.
- Keep a record of receipts by using a tally sheet or pre-numbered tickets.
- Always have at least two people handling cash at any one time.
- Always verify ending balance.
- Complete a ticket inventory control sheet or tally sheet at the conclusion of every session.
- All money is to be deposited in the school bank.

### Fundraising for Charity Groups.

It is not uncommon for groups to raise money for a not for profit organization such as the Red Cross or Save the Children, or for an official disaster relief organization. However, district policy requires you complete a separate form, **2019 – 2020 for Outside Charitable Groups Fundraising Application** in lieu of the usual fundraising application. Groups considering raising money for another organization should see Mr. Reed before proceeding.

## Protocol for Holiday Gram Sales

1. Follow all nine steps listed above under Fundraising: What to do....
2. Rules governing food:
  - a. **Technically, food cannot be sold during the day**, but your club may give away, free, food items as part of your gram sales, so
  - b. Do not advertise such things as *Candy Cane Grams*, rather mention in your marketing that your *Holiday Gram* includes a free candy cane.
  - c. All food items must be commercially produces and packaged.
3. Gram sales are limited to a specific two-week period.
4. Gram sales must take place in the main hall only.
5. Do not advertise your sale until it has been approved by ASB.
6. ADVISOR RULES
  - a. Your advisor must be present whenever your product is being sold.
  - b. Advisors may supervise (share) two clubs as long as their tables are adjacent to one another.
7. TABLES: ASB has a limited number of tables available, so...
  - a. They are available to clubs on a first come basis
  - b. You may provide your own table, or share with another club.