FUNDRAISERS

Fundraisers must be pre-approved by Administration before they are held. Administration will consider appropriateness, safety, and compliance with Ed Code when reviewing and approving fundraisers. *(Refer to Chapter 8 of the FCMAT Accounting Manual, Fraud Prevention Guide, and Desk Reference for more detailed information)*

TYPICALLY ALLOWED FUNDRAISING EVENTS

- Concession Sales
- Entertainment
- Advertising
- Publications
- School Logo items
- Tournaments
- Car Washes
- Book Fairs

UNALLOWABLE FUNDRAISING EVENTS

- Raffles or games of chance
- Activities the pose liability, safety or risk concerns such as,
  - Mechanical or animal rides
  - Use of darts or arrows
  - Objects thrown at people

PROCEDURE

1. Complete a Club Fundraiser Approval form and a Fundraiser Budget Plan form. The Club Fundraiser Approval form must be signed by a club representative and the club advisor.
2. Forward Fundraiser Approval and Budget Form to the financial Analyst.
3. After the fundraiser is reviewed by Administration, your club advisor will be notified if the event was approved or not approved.
4. If the fundraiser is approved, the “Cash Control for Fundraisers” procedure must be followed.
5. After the fundraiser is over, the “Actual” column on the original Fundraiser Budget form must be completed and forwarded to the Financial Analyst.