

Saddleback High School

A.S.B. FUNDRAISER REQUEST FORM

****This form must be completed prior to ordering and selling fundraiser item(s) ****

TO: STUDENT COUNCIL

DATE: _____

CLUB NAME: _____

ACCOUNT #: _____

ADVISOR'S NAME: _____

DATE OF SALE: FROM _____ TO _____

EVENT DATE: _____

TYPE OF FUNDRAISER: _____

WHO WILL SELL THE ITEMS? _____

How will items be purchased? *(Mark below)*

- ASB Purchase order *(Must also complete Funds Approval Form)*
- Advisor Purchase & Reimbursement *(Must also complete Funds Approval Form)*
- Other *(Donation, etc.)*

Cost of Item(s): _____

Selling Price: _____

of Item(s) Purchased: _____

Anticipated Income: _____

Anticipated Profit: _____

"We certify that this request has been approved and recorded in the club minutes."

Club Advisor Approval: _____

Date: _____

Club Student Rep. Approval: _____

Date: _____

ASB PRESIDENT APPROVAL: _____

Date: _____

ASB TREASURER APPROVAL: _____

Date: _____

Student Council Approval: Approved Not Approved

Date: _____

Meeting Comments:

SADDLEBACK HIGH SCHOOL
Home of the Roadrunners
ASB Leadership with Pride, Spirit, Respect and Tolerance
Student Body Club Guidelines

Fundraising Guidelines:

BEFORE YOU MAY FUNDRAISE PLEASE:

- Complete a A.S.B. Fundraiser Request Form and attach list of students participating in Fundraiser
- If you are purchasing items to sell for your Fundraiser and would like to get reimbursed or to have an A.S.B. Purchase Order created a separate A.S.B. Funds Approval Form must be completed and turned in at the same time (Please read guidelines for Purchasing).
- Turn in the A.S.B. Fundraiser request Form to the Student Body Advisor/Clerk for approval by Student Council and Administration.
- Check with Account Clerk or Student Body Advisor for motion results on request
- Obtain signed copy of request for your records.
- Check out receipt books from the Account Clerk for items sold, unless vendor provides their own receipt books and/or ASB Clerk will be selling the items for you through the ASB Works Accounting System
- If your club participants will be selling items such as catalog orders, discount cards or magazines (and do not need receipt books) the Club Advisor is responsible for completing a Tally Sheet that shows what each student received or ordered.
 - Please note that catalog orders have changed from previous years and the catalog must be submitted for Administrative approval before you can advertise any sales.
- If items will be sold by Account Clerk the Club Advisor must set up a schedule for the participating students to assist during the sale if a large volume of students are expected
- If you purchase food items for your Fundraiser please keep in mind that with the Wellness Policy in effect you will not get reimbursed for junk food (i.e. soda, candy, chips, cupcakes...etc). If you need a copy of the Wellness Policy please see either the ASB Clerk/Advisor or Administrator in charge of Activities on site.
- All money collected MUST be counted by the Club Advisor and a completed Deposit Sheet must be turned in at time of deposit
- If tickets are sold for an Event Fundraiser (i.e. concert, dance) a Report on Ticket Sales Form must be completed with deposit
- All Fundraisers are advised to accept cash only since deposits may take time and checks may be returned for insufficient funds. If checks are returned for insufficient funds your club will be charged for the amount of the check plus the \$25.00 insufficient funds fee. The ASB Clerk will try and request the funds from the purchase and the fee from the person whose check was returned, but if the funds are not returned the club is responsible for the entire amount.

**Deposits will not be accepted without an approved
A.S.B. Fundraiser Request Form.**