

SOUTH AMBOY BOARD OF EDUCATION

Procedures for Fund Raising Events

ACTIVITY/FUND RAISER REQUEST FORM

- All fund raising events must have an approved Activity/Fund Raiser Request Form.
- This form is obtained online under the "Digital Documents" link.
- Advisor completes the form
 - Elementary - forwards to the building principal.
 - Middle/High School form is first forwarded to the Student Council Advisor then to the building principal.
- The Principal will forward to the Superintendent of Schools.
- Superintendent of Schools, approves or denies and copies of the form will be returned to the building principal, Custodian of General Organization/Athletic Funds and if a MHS activity to Student Council Advisor.

FUND RAISER RECEIPT WORKSHEET

- This form may be obtained online under the "Digital Documents" link.
- All monies collected must be **(within 24 hours of receipt)** turned over for deposit to the Custodian of Organization/Athletic Funds; dropped in the safe drop box at the MHS or brought to the Board Office and recorded on the Fund Raiser Receipt Worksheet. ***Monies should never be kept in your classroom, office, or taken home.***
- The Custodial of Organization/Athletic Funds will record your receipts for this activity, make the deposit, record in the Organizational Fund and forward a signed copy of this form to you for your records.

FUND RAISER PROFIT AND LOSS STATEMENT

- This form may be obtained online under the "Digital Documents" link.
- This form is for the advisor to keep track of the activity (receipts and expenses).
- This form is retained by the advisor of the activity.

ORGANIZATION AND ATHLETIC FUND CHECK REQUEST

- This form may be obtained online under the "Digital Documents" link.
- This form is used to request check(s) from the Organizational Fund from the receipts of the activity or the Athletic Account.
- Each check request must have the proper back up attached to the form.
- The requestor must complete the top portion of the form and forward to the building principal for approval or to the athletic director if this is for the Athletic Account.
- After the building principal's or athletic director's approval, the form and attached **original** receipts are forwarded to the Custodian of Organization/Athletic Funds to prepare the check for the signature of the Business Administrator.
- Business Administrator returns all paperwork and the check to the Custodian of the Organization/Athletic Funds for distribution.