

# FUNDRAISER PROCEDURE

## To All Student Activity Advisors & Coaches

The State Auditor's Office has guidelines for all Ohio school districts to follow when conducting fund raising activities. (Auditor of State bulletin, AUD-0019, Circular #81-9)

1. Complete top portion of a "Sales Project Potential" form, sign and date. Forms are available on the website under "Staff Resources".
2. Submit form along with any supporting documents to the principal's office. From there it will go through the normal requisition approval process of the principal and then superintendent. Retain a copy for end of sale.
3. When you receive a purchase order in your email, you may proceed with your sale. Do not order anything until you have the purchase order.
4. Fill out the bottom portion of your "Sales Project Potential" form at the end of the sale and send to the board office.

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### SALES PROJECT POTENTIAL FORM

Date \_\_\_\_\_ Student Organization: \_\_\_\_\_

Proposed Fundraiser: \_\_\_\_\_

Vendor/Company Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>	<u>Selling Price</u>

Proposed date of sale: \_\_\_\_\_

Requested by: \_\_\_\_\_

**X**  
\_\_\_\_\_  
Principal

**X**  
\_\_\_\_\_  
Superintendent

### END OF SALE SUMMARY

Purchase Order # \_\_\_\_\_

Money Collected \_\_\_\_\_

Expenses \_\_\_\_\_

Profit \_\_\_\_\_