

PIKE DELTA YORK
LOCAL
SCHOOL DISTRICT



Student Activity Handbook

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Section 1: Authority

The following is a list of student activity programs, which have been established by the Pike Delta York Local Schools Board of Education:

Public School Support (018)

Student Managed Activity (200)

District Managed Athletic Activity (300)

PRINCIPLES OF STUDENT ACTIVITIES

A good student activities program is a necessary facet of the total educational program of Pike Delta York Local Schools. The student activity program will ultimately enrich the curriculum, provide new learning experiences, promote interest in classroom work, and improve morals and discipline with the opportunity to participate in the planning and execution of club activities as a life-preparation experience.

The successful operation of any co-curricular program is dependent upon the formation of a sound policy and effective guidelines. These elements give the program a sound base that will enable it to expand and flourish while keeping it within those parameters that are part of a good educational system. All student activities programs must function within the framework of the educational and organizational policies of the board of education and the state of Ohio.

In view of the large amounts of monies received from and expended for student activities, Pike Delta York Local Schools has developed a plan for efficient, thorough, and safe management of these funds. The Pike Delta York Local Board of Education has in effect rules, regulations, and procedures for accountability of student activity funds.

The raising and expending of activity money by student bodies should have but one purpose; to promote the general welfare, education, and morale of all students; and to finance the normal legitimate co-curricular activities of the student body organization.

All groups with financial transactions shall establish an account on the records of the school district.

ADMINISTRATIVE RESPONSIBILITIES

BOARD OF EDUCATION

The board of education shall adopt, by resolution in its official board minutes, rules, regulations, and policies to govern the establishment and operation of the student activity funds (Fund 200 and 300) – see Public Purpose- 1986 O.A.G. No. 86-013. The board should also approve the individual purpose clauses submitted by each student activity group.

The board of education shall adopt, by resolution in its official board minutes, the approval and authorization of related organizations (non-school, separate legal entities that operate as non-profit entities as defined by the Internal Revenue Code). The board of education should also adopt, by resolution, rules, regulations, and policies to govern the participation of students and school district employees in fund raising programs of these outside related organizations.

In adopting policies, the board must consider all applicable legal requirements including court cases, Ohio Revised Code requirements, Ohio Administrative Code requirements, and Attorney General Opinions.

TREASURER

The Treasurer of the board of education shall be the custodian of all funds (Ohio Revised Code Section 3313.51). ***The enforcement of accounting procedures and internal control procedures shall be the sole responsibility of the Treasurer.*** The Treasurer may delegate an employee to receive custody of student activity funds. The custodian must secure student activity receipts and deposit these monies with the Treasurer or properly designated depository on the business day of receipt or no later than the following day of receipt. In no circumstance should monies received on a business day be left undeposited for the duration of a weekend or holiday. The custodian is responsible for the safekeeping of the money until deposited into the properly designated depository. All deposit receipts must be forwarded to the Treasurer no later than 3:00 p.m. on the business day following the deposit date. Ordinarily, the money should be secured in a locked desk, file cabinet, safe or other secure room on school property, and ***it should never be taken home.***

SUPERINTENDENT

The superintendent is responsible for administrating all board policies, except those required of the Treasurer (Ohio Revised Code Section 3319-01).

PRINCIPAL

The principal or the authorized administrator is responsible for the approval of requisitions for the expenditure of funds and any other duties as assigned by the superintendent of the school district.

ADVISORS/COACHES/SPONSORS

The duties and responsibilities of the advisors/coaches/sponsors are at the direction of the board of education and consists of the following:

1. Preparing annual budgets and purpose clauses of the activity group.
2. Supervising the activities of the activity group, including preparation of fundraising potentials, proofs of cash, and other appropriate documentation, and
3. Attend all functions and meetings, in or out of school, scheduled for their organization for the duration of the requested activity and building use time. If an advisor is unable to attend an activity function, substitute coverage must be obtained.
4. Compare records kept for club purchases/receipts with monthly financial records and make corrections as needed and submit same to the Treasurer's office within two weeks of obtaining the monthly financials. Financial reports are sent to advisor's/coaches on a weekly basis or by contacting the Treasurer's office.
5. Maintain copies of club meeting minutes (these provide proof of student involvement in student activity decisions).
6. Complete and submit to Treasurer's office in a timely fashion fundraising sales potential and actual sales & reconciliation forms for each fundraiser. Other financial record keeping duties as assigned by Treasurer's office.

Section 2: Management of Activity Funds

Statement of Purpose Clause

The purpose clause should encompass the reason for the activity's existence, its aspirations, its future goals, and the means through which the goals and aspirations may be achieved.

Statement of Purpose

The statement of purpose must be completed annually. A purpose statement for a Club or Activity should answer the following questions:

- a. What is the reason for the club's existence?
- b. What is the purpose of the activity?
- c. What are the goals of the activity or club?
- d. What can the club/activity spend money on?

Purpose statements should be specific enough yet broad enough to cover all possible revenues and expenditures. Purpose statements can be amended throughout the year, if necessary. The purpose statement template is located on the Treasurer's District web page.

Estimated Revenues

All sources of revenue must be listed on the Statement of Purpose budget form. Revenues should include the following:

- Income from fundraisers (each fundraiser listed separately)
- Donations
- Dues/fees
- Payments from students
- Any other forms of revenue the activity is expected to receive.
-

* Beginning cash balances *should not be* included in estimated revenues.

Estimated Expenditures

All types of expenses must be listed on the Statement of Purpose budget form. If the proposed expenditure does not agree with the purpose statement, a revision **may** be requested to the Statement of Purpose. All invoices generated by vendors for payment **must** be addressed to the Treasurer's office. Expenses should include the following:

- Fundraiser expenses
- Expenses for meetings/activities
- Donations to other entities
- Other expenditures expected that year.

BUDGETARY PROCESS

BUDGET AND PURPOSE STATEMENT

Prior to any financial transactions by an authorized student activity, a Statement of Purpose budget for the activity should be submitted by the group to the principal or supervisor with final submission to the Treasurer's office.

TYPES OF FUNDS

FUND 200 - STUDENT MANAGED ACTIVITY PROGRAMS

Fund 200 consists of those student activity programs in which students participate in the management of the program. This includes those student activities, which consists of a student body, student president, student vice-president, student Treasurer, and faculty advisor.

FUND 300 - DISTRICT MANAGED ACTIVITY PROGRAMS

Fund 300 consists of those student activity programs in which students do not participate in the management of the program. These activities usually includes athletic programs but could also include the band, cheerleaders, and other similar types of activities.

FUND MANAGEMENT

As part of effective management of the 200 and 300 funds, the authorized administrative employee has established the following guidelines:

1. All sources of revenue shall be approved by the Treasurer, on behalf of the board of education, and shall be included in the board's current year budget.
2. All funds generated shall follow district policies regarding timely deposit of funds.
3. All expenditures shall be in accordance with the approved budget of the group. The authorization for the expenditure will be a fully executed, approved purchase order in accordance with board policy.
4. Student activity monies shall, to the extent possible, be expended in such a way that it benefits those currently in school who have contributed to the accumulation of those monies.
5. Monies derived from the student body, as a whole, shall be expended to benefit the student body as a whole and not benefit a special group.
6. All fundraising activities shall be in accordance with district policies regarding fundraising and student participation.
7. No gifts or compensation shall be received by anyone participating with student activities from private vendors in accordance with Ohio Ethics Law.
8. Student activity monies shall not be used for any purpose, which represents an accommodation, loan, or credit to the board of education employee or other persons. Post-dated checks shall not be accepted, and checks shall not be cashed for anyone. Board of education employees or others shall not make purchases through a student body order to take personal advantage of the student body purchasing privileges.
9. Monthly and annual financial reports for student activity funds shall be prepared by the Treasurer, or the Treasurer's designee, and submitted to the board of education as part of the Treasurer's report. Funds are accounted for on a fiscal year basis (July to June). Financial reports shall also be furnished to each advisor on a weekly basis. Monthly financial reports are available 24/7 on the Treasurer's District web page.

10. Tickets used for any and all events, including sporting events, dances, etc. shall be specific preprint, pre-numbered tickets stored in the Principal's office. Tickets will be stored, tracked, and inventoried by the Principal's office.
 - a. All monies collected from any source should be substantiated by pre-numbered student activity group receipts, cash registers supplying cumulative readings, pre-numbered tickets, or other auditable records.
 - b. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit. A well-documented audit trail is crucial.
 - c. Where it is not practicable to collect the cash in a central office, collections from various classes may be collected by cashiers and turned into the school district Treasurer's office on the business day following the day of receipt.
11. Forms
 - a. All forms should be pre-numbered.
 - b. Perpetual inventory should be maintained on pre-numbered collection forms, receipts, tickets, etc. Any discrepancies should be investigated and resolved.
 - c. Pre-numbered forms should not be printed by school district personnel.
 - d. Advisor should keep records of collections by source.
 - e. A pre-numbered receipt should be received for all money turned over to the cashier.

PURCHASING PROCEDURES

All school district purchases must be approved *in advance*, prior to the purchase, via the district's purchasing procedures. Please follow the listed procedures:

- a. Submit a requisition using the district's on-line requisition system, Strategic Solutions and follow the District purchase order approval process in accordance with Board Policy. All Amazon must follow the purchasing procedures and are placed through the Treasurer's office. All purchases are required to be processed as tax exempt. Please obtain a tax exemption certificate from the building Principal or the Treasurer's office. If a new vendor is required a request must be placed with the Treasurer's office for set up well in advance of creation of a requisition. All invoices for all expenditures *must* be addressed to the Treasurer's office.

Gentle Reminders

Don't wait until the last minute. Please allow adequate time for your order to be processed. Plan accordingly.

Field Trips

- a. A requisition for all related expenses should be completed as soon as the building principal has approved it.
- b. A date should be given when funds are needed for the trip, in the appropriate section of the requisition.

Gratuities/tips and alcoholic beverages are *not* legal expenditures for the Board of Education and you will *not* be reimbursed for these expenditures.

Purchases made without a purchase order are not legal expenditures of the Board of Education. The district is not required to reimburse you unless you receive prior authorization, a purchase order is generated and proper documentation is provided.

Employees who do not follow the purchase order process assume *all financial liability*.

Employee reimbursements should be approved prior to any purchase being made. Approval after a purchase are not automatic and are up to the discretion of the immediate supervisor.

After purchasing, submit receipts for all items such as: meals, turnpike tolls, materials, etc. with the appropriate reimbursement paperwork.

Rush Orders

- a. Contact the Treasurer's Office immediately so we can work with you.
- b. A requisition form still must be completed in advance and approved.
- C. Habitual abuse or repetitive rush requests will not be honored.

A check cannot be issued to a vendor unless proper purchasing procedures have been followed and the Treasurer's Office has received notification.

A purchase order that has been properly submitted and approved along with invoice approval must be completed before a vendor can be paid.

All purchase orders and approvals must be returned in a timely manner to the Treasurer's Office before vendors will be paid.

All checks will be mailed to vendors. Under no circumstances will employees or vendors be allowed to come to the Treasurer's office to pick up checks. Please plan ahead.

COLLECTION AND DEPOSIT OF CASH

1. All money collected from any source should be substantiated by pre-numbered student activity group receipts, cash registers supplying cumulative readings, specific pre-printed/pre-numbered tickets, or other auditable records. A well-documented audit trail is crucial.

2. In all cases where tickets are used, specific/pre-numbered tickets, that are stored inventoried and tracked by the Treasurer's office, shall be used. Unsold tickets shall be verified, when they are returned, with the Fundraiser Reconciliation form and shall be available for audit.

3. Where it is not practical to collect the cash in a central office, collections from various classes may be collected by cashiers and turned into a designated custodian on the day of receipt for deposit in accordance with district policy. The Treasurer may delegate an employee to receive custody of student activity funds. The custodian must secure student activity receipts and deposit these monies with the Treasurer or properly designated depository on the business day of receipt or no later than the following day of receipt. Every attempt should be made to secure funds with the designated custodian

and or Treasurer's office personnel. In no circumstance should monies received on a business day be left un-deposited for the duration of a weekend or holiday. The custodian is responsible for the safekeeping of the money until deposited into the properly designated depository. All deposits must be forwarded to the designated custodian of the building funds or Treasurer's office personnel within twenty-four (24) hours of collection. Ordinarily, the money should be secured in a locked desk, file cabinet, safe or other secure room on school property, and it should *never be taken home*. (Ohio Revised Code Section 9.38)

FUNDRAISING

STUDENT FUNDRAISING ACTIVITIES

The following guidelines must be followed for any activity that involves fundraising by or from students. No advisor for an approved school organization is to accept any form of compensation from vendors that will provide a fund-raising activity, including, but not limited to, cash, gifts, travel vouchers, tickets, passes, and other things of such value. In the event that such compensation is received, albeit unsolicited, the advisor shall notify the Treasurer, in writing, that s/he received such compensation and shall turn in such compensation to the Treasurer at his/her earliest convenience.

Any fundraising activities involving students must meet the following conditions:

1. All student fundraising activities must be in compliance with state law and the requirements of the Ohio Auditor's Office.
2. Use of instructional time is to be limited in planning, conducting, assessing or managing a fundraising activity, unless such and activity is part of an approved course of study.
3. Fundraising activities conducted in a school or on other district premises are not to interfere with the conduct of any co-curricular or extracurricular activity. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
4. In accordance with board policy, each fundraising activity occurring on or off district premises must be approved by the principal. In order to be approved, the group leader or advisor must submit a proposal (Fundraiser Approval Form) in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
5. No house-to-house canvassing is allowed by any student for any school or school-related purpose, unless accompanied by a staff member, parent, or authorized adult.
6. Pep rallies or assemblies promoting aggressive student sell, prizes, awards or incentives are discouraged.

7. Contracts with outside suppliers for merchandise to be sold in a fundraising activity are to be received by the principal and signed by the staff member in charge, who shall be personally responsible for the merchandise sold and monies collected. The contract must specify that any merchandise, which is unsold and is resalable by the supplier, can be returned for full credit. The district is not responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.

8. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as runs for charity, must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.

9. Donations to the district to be used for fundraising activities must be approved by the board.

10. All prizes, awards and incentives must be approved by the principal.

11. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/her responsibility is to ensure that the service is provided in a proper manner, and also to ensure the safety and well-being of the students and the property of both the purchaser and the owner of the site.

12. Fundraising proceeds must benefit the entire group of students involved, regardless of participation in the fundraising activity. There will be no fundraisers tracked by individual students.

FUNDRAISING PROCESS

Beginning of Fiscal Year:

Complete and submit Statement of Purpose and Activity Budget to the Treasurer's Office.

In Preparation for a Fundraiser:

Complete and submit a Fundraiser Approval Form. Each fund-raising activity must be approved by the building principal, the Superintendent and Treasurer. All athletic fund-raising activities shall be approved by the Athletic Director, building principal, the Superintendent and Treasurer.

During the Course of a Fundraiser:

Funds must be deposited per board policy. Refer to "Collection and Deposit of Cash" section of this handbook.

Accurate record of the following must be kept (if applicable) by utilizing the "Student Fundraising Reconciliation":

1. Number of items on hand to be sold (i.e. cases of candy bars)
2. Number and type of tickets sold (i.e. adult or child)
3. Disbursement of items to be sold to students (i.e. John Jones received one case of candy bars on 9-29-12)

4. Receipt of money from students (i.e. John Jones returned \$40 for one case of candy bars on 9-1-12)
5. Explanation for shortage of items (i.e., lost, stolen) and attempts made to retrieve these items. Also, a description of how this can be avoided in future sales may help if the auditors look at your fund.

Forms and a copy of this handbook that may assist you with recordkeeping requirements are located on the Treasurer's District web page.

Immediately Upon Completion of a Fundraising Project:

Complete and submit the "Fundraiser Reconciliation" and "Student Fundraiser Reconciliation". Maintain a copy of all forms of record keeping used during the course of the sales project – these may be used for audit purposes either by the Auditor of State or for internal audits.

AUDITING

At the end of each fiscal year, all organizational record and internal audit working papers shall be retained in the Treasurer's office so the Auditor of State may audit them. Each activity fund established under Ohio Revised Code Section 3315.062 is subject to be audited at the same time the audit of the records and accounts of the school district is made, or at such other times as needed or as requested by the board of education. The audit will include an assessment of whether legal requirements, including those requirements imposed by the board of education, are being followed.

DORMANT FUNDS

When an organization becomes dormant, there must be a disposition of the remaining funds. When dissolving a club, the club officers and departing class officers are responsible for determining the use of the unencumbered funds prior to the end of the school year and communicating this to the building principal and the Treasurer's office. In the event a decision is not made, the advisor and building principal will decide what will happen to the funds and forward that information to the Treasurer's office for proper accounting of the funds.

All funds accumulated in the name of a specific class or discontinued activity must be utilized by the class through the discretion of the class advisor within one year following the graduation of said class or discontinuance of such activity in order to meet any outstanding bills and any residual funds shall be left to the discretion of

- a. Superintendent of Schools.
- b. High School Building Account.

In no event shall a balance be divided among members of the class.

Section 3: Guidelines

DISTRICT SPONSORED TRIPS

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

If the agreement with the tour company includes the express requirement that when the District and its students purchase a specified number of tours, the private tour company will cover the essential expenses for a specified number of school personnel, in a supervisory capacity, to accompany the students on the trip, the school teachers, administrators, and other public officials and employees could accept the travel expenses from the private tour company. A school employee would be prohibited from using his/her position to secure free travel, as a chaperone, for a family member, such as a spouse.

If a family member were to accompany a teacher on these trips, the teacher of the family member would be responsible for covering any expenses (such as airfare, extra lodging charges, and meals) attendant to the family member's travel with the group.

The following procedures are to be followed for all such trips.

1. All athletic trip requests shall be submitted to the Athletic Director. If approved, s/he shall forward the request to the principal who shall forward it to the Transportation Supervisor.
2. All other request shall be submitted to the principal on the Trip Request form in advance of the scheduled trip with the names of all staff members and/or chaperones who will accompany the students.
3. The description of how any finances connected with the trip will be handled must be attached to the trip request form.
4. Upon approval of a trip, the principal shall forward a copy of the pre-trip proposal to the Superintendent and the Treasurer.
5. Parental Consent Forms (Form 2340F2) must be returned to the advisor **before** the trip. No student will be allowed to go on the trip unless this form is returned to the advisor with the parent's signature. No student will be allowed to participate if the parental consent form is not received prior to the trip.
6. For every trip there must be a ratio of teachers and chaperones to students as determined by the principal.
7. The list of participating students should be provided to the principal's office prior to the trip.
8. A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge for all trips.

9. Permission may be denied for any one of the following reasons:
 - a. Failure to comply satisfactorily with pre-trip requirements
 - b. Excessive cost or inadequate funds
 - c. Excessive number of students taking trips on that particular day
 - d. Lack of availability of transportation
 - e. Inadequate provision for student safety and welfare
 - f. At the discretion of Administration
10. Problems with a trip should be brought to the attention of the principal immediately. The principal shall inform the Superintendent of any major problems.
11. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
12. In the event of any emergency during a trip, the bus driver should contact appropriate personnel from his/her emergency list, the teacher in charge should contact, their Principal, the appropriate authorities and/or a hospital or EMS in the event of an emergency medical condition.

OVERNIGHT TRIPS

The following guidelines are to be followed whenever a staff member seeks Board approval for a trip on which the students will be away from home for one (1) or more nights. The Superintendent will not recommend approval by the Board unless a plan based on answers to the questions on the Proposal for Overnight/Extended Student Trips Form (2340 F1) has been prepared and approved by the principal. In addition, if the trip involves the use of a travel agent or tour provider to arrange for transportation, rooms, or any other aspect of the trip, the staff member submitting the proposal must confirm that the company is:

1. Licensed to operate in the State;
2. Has provided the Treasurer's office with a copy of a current Workers' Comp Certificate and Certificate of Insurance
3. Bonded i.e., the company maintains a bond in the name of the Board in the amount of any funds paid by the Board to the company, which could be utilized to reimburse the Board if the company fails to fulfill the terms of its contract with the Board;
4. Properly insured for the proposed trip including a summary of the nature and extent of the coverage;
5. In compliance with Federal laws regarding accessibility for and rights of those with ` disabilities.

This information must be confirmed, in writing, and attached to the trip proposal. No trip involving a travel agent or tour promoter will be approved without this confirmation and, therefore, will be considered a non-sponsored trip subject to Administrative Guidelines.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the Board.

All such requests are to be submitted to the Superintendent forty-five (45) days prior to the Board meeting at which approval will be sought. The professional staff member who will be in charge

of the trip is responsible for preparing the proposal, reviewing it with the principal, and obtaining written approval.

The proposal will be reviewed by the Superintendent and submitted to the Board with his/her recommendation for or against approval. Board approval is not required for overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip. If changes in the plan are necessary, such changes are to be submitted to the principal for approval and/or for subsequent approval by the Superintendent or Board.

Prior to the start of an approved overnight trip, the staff member in charge must comply with the procedures for any District-sponsored trip. In addition, each participating student and his/her parent is to sign the Parental Consent Form (2340 F2) and submit it to the trip leader(s) prior to the trip.

PRIVATE TRAVEL VENDOR

Field trips and/or extended field trips may be approved to any point within the State of Ohio. In state extended field trips may use school and/or private transportation. Out of state field trips and extended field trips using school and/or private transportation shall be governed by the Ohio Pupil Transportation Operation and Safety Rule 3301-83-16-E, Out-of-state trips, *any out-of-state travel shall remain within two hundred forty miles round-trip distance from point of exit from the state to point of entry to the state.* Field trips leaving the State of Ohio which will be using school and/or private transportation shall not exceed a radius of 200 miles from Delta, Ohio. Out of state field trips that exceed a 200 mile radius from Delta, Ohio may be approved only when a commercial carrier is contracted to provide transportation for the field trip or extended field trip.



PIKE DELTA YORK LOCAL SCHOOL DISTRICT

Fundraiser Approval Form

Date _____ School Name _____

Name of School Group: _____

Fund / SCC _____ / _____

Fund Raising Activity: _____

Beginning Date: _____

Ending Date: _____

Vendor Name: _____

SALES PROJECTIONS:

Estimated Quantity / Sales (A): _____

Cost Per Unit (B): _____

Estimated Expense (A x B = C): _____

Sales Price Per Unit (D): _____

Estimated Revenue (A x D = E): _____

Estimated Profit (E - C): _____

All advisors and principals are cautioned that they are responsible for having a purchase order in place prior to placing orders.

Advisors whose groups are conducting a fund raising activity are responsible for the entire projects. They must work with the vendor, submit the required information to SCView to create the purchase order, order the product from the vendor by supplying the vendor with a copy of the purchase order, distribute the product to the students, collect all of the money/unsold product from the students, turn the money in to the office, and return unused product to the company.

Advisor's Signature / Date

Principal's Signature / Date

Superintendent's Signature / Date

Treasurer's Signature / Date



PIKE DELTA YORK LOCAL SCHOOL DISTRICT

Fundraiser Reconciliation

Date _____ School Name _____

Name of School Group: _____

Fund / SCC _____ / _____

Fund Raising Activity: _____

REVENUE:

Date	Pay-In #		Receipt #		Total Deposit

TOTAL REVENUE: _____

Explanation of Unsold/Damaged Goods: _____

EXPENSES:

Date	PO #		Check #		Total Paid

TOTAL EXPENSES: _____

TOTAL REVENUE	-	TOTAL EXPENSES	=	PROFIT (LOSS)
_____		_____		_____

RECONCILIATION OF ITEMS SOLD: (Total Amount Collected Should Equal Deposits)

# of Items Sold	X	Price Per Item	=	Total Paid

TOTAL COLLECTED: _____

Unsold Items (Quantity): _____

Plan for Disposal/Sale of Items: _____

Advisor's Signature / Date

Principal's Signature / Date

Superintendent's Signature / Date

Treasurer's Signature / Date



PIKE DELTA YORK LOCAL SCHOOL DISTRICT
Fundraiser Student Reconciliation

Date _____ School Name _____

Name of School Group: _____

Fund / SCC _____ / _____

Fund Raising Activity: _____

Student Participants

Student	Quantity Received A	Cost of Product B	Anticipated Receipts (A X B = C)	Quantity Sold D	Funds Received E	Variance (C - E = F)	Items Returned (A - D = G)

 Advisor's Signature

 Date

