



# ORCUTT UNION SCHOOL DISTRICT

## FUNDRAISING / ACTIVITY PROCEDURES

If you are a Teacher, PTA Representative, Coach or Booster Club Advisor that wishes to hold a fundraiser or activity you are required to follow the proper procedures and instructions listed below. Please read directions carefully on all paperwork and complete in enough time to process your request (Minimum of 5 days).

1. You **must** obtain an Activity Petition requesting permission to hold a fundraiser/activity, fill it out and attach a Revenue Potential Form to the activity petition. These two forms must be approved by your site principal then submitted to the Accounting office to schedule and get approval from either the district Superintendent or School Board.
2. **After** your fundraiser/activity has been approved, your next step is to fill out a Purchase Order to purchase supplies or merchandise. If you are contracting with a fundraising company, please attach the contract to the purchase order. Please make sure a copy of your approved Fundraising / Activity Petition and Revenue Potential Form are also attached to the purchase order along with a copy of your club minutes.
3. If you are submitting a request for reimbursement or permission to purchase supplies that are not part of an approved fundraiser, please submit a separate purchase order made payable to the vendor or person who is purchasing supplies and submit to the Accounting office **prior** to purchasing supplies.
4. **All purchases require a purchase order!! Any merchandise ordered without a purchase order or ordered prior to approval of the purchase order will be the personal financial responsibility of the person who placed the order.**
5. Requests for a purchase order or check will take two (2) or more working days to process.
6. If your group is holding a fundraiser that requires the students to sell any merchandise such as candy, catalog merchandise, tickets, etc. you are required to have a parent permission form on file that gives that student permission to participate in that particular fundraiser.
7. You are also required to have each student sign for the merchandise they will be selling (such as box of candy bars, peeler books, etc.). **They will be held financially responsible for any unsold merchandise that is not returned to you after the fundraiser or the funds for the merchandise sold.**

8. It is your responsibility to turn in **all money from a fundraiser or activity to be deposited into your class/sport account.** Proper deposit forms are required for each deposit. Checks are to be made payable to the school site.
9. It is also your responsibility to **submit all pack slips and invoices for merchandise to the Accounting Office for payment.** Failure to do so will result in late charges being assessed from your profits.