

# **Scott County School District 2**

**2023-24  
School Year**  
(7-1-23 to 6-30-24)

**Student Fundraiser  
Information**

# Scott County School District 2

## Fundraiser Guidelines

### 2023-24

These guidelines are for fundraisers held within the school corporation to be deposited into Extra-Curricular Accounts. These guidelines do NOT pertain to PTOs or Booster Clubs.

1. Anyone wanting to have a fundraiser must complete and submit their Request for Fundraiser form to their building principal before the fundraiser takes place. (SHS will send their completed form to Grace Hargis) to check date availability before fundraiser can be approved).
2. Fundraiser Request Forms must be completed by the sponsor and approved by the principal before a fundraiser begins. The Request for Fundraiser form will be sent to the Business Office for the ECA Treasurer as soon as approved.
3. All fundraisers will be no longer than 30 days. High School fundraisers will be no longer than one week in length.
4. There should be only ONE fundraiser per organization per school year. Fundraisers that utilize an outside vendor require that all monies be collected when the order is made.
5. All money received MUST be promptly counted and recorded on the Cash Received Form, an ECA SA-8 form and ECA bank deposit slip. Two adults will need to count the money and sign verifying the funds to be deposited. **STUDENTS SHOULD NEVER COUNT MONEY TO BE DEPOSITED.** These forms and money should be taken to the office every day. **DO NOT LEAVE MONEY IN YOUR CLASSROOM!!!** The Cafeteria Manager of each school is bonded to take your deposits to the bank. Once the Cafeteria Manager takes the deposit to the bank, she will then bring all of your paperwork to the Business Office to give to the ECA Treasurer. Upon receiving the paperwork at the Business Office, the ECA Treasurer will process your deposit and a receipt will be sent back to you.
6. **NO MONEY SHOULD EVER GO HOME WITH YOU!!!** You are responsible for this money until you take it to your school office to be locked up.
7. At the end of the fundraiser you should fill out the Fundraiser Follow-up Report. You will send the following to the Business Office once signed by the sponsor and principal: Fundraiser Follow-up Report and Sign-Out Form should be sent to the Business Office within 30 days after the fundraiser activity has ended.
8. All expenses involved with the fundraiser MUST be paid through the ECA Treasurer at the Business Office. ECA Purchase Orders and ECA Claim for Payment Jot Forms are available on the District website under the Business Office page. **ALL JOT FORMS MUST BE SIGNED BY A PRINCIPAL TO APPROVE EXPENSES. DO NOT PAY FOR ANYTHING WITH THE COLLECTED FUNDRAISER CASH!! ALL EXPENSES MUST BE PAID IN FULL BEFORE THE PROFIT FROM THE FUNDRAISER CAN BE SPENT.**
9. Failure to follow these guidelines could result in your organization not being allowed to have future fundraisers.

**Questions: Call Tammy Mosler, ECA Treasurer at 812-752-8999 Ext. 1044.**

**Scott County School District 2**  
**Request for Fundraiser**  
**2023-24**  
**School Year**  
(7-1-23 to 6-30-24)

*Please fill out this form completely and return it to the building office for approval.*

(If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank.)

1. School Building: \_\_\_\_\_

2. Name of Club: \_\_\_\_\_

3. Sponsor Name(s): \_\_\_\_\_

4. Activity Description: \_\_\_\_\_

5. Date(s) of Fundraiser:

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_ (Maximum of 30 days from start date.)

6. Briefly describe how the profit will be used for this club in the future.

\_\_\_\_\_  
\_\_\_\_\_

7. Project explanation (name of product, company, sales rep and method of sales)

\_\_\_\_\_  
\_\_\_\_\_

8. Attach copy of the Fundraiser Guidelines that will be given to students.

9. Will you need the use of school facilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the facilities needed with the time and date: \_\_\_\_\_

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10. Please give details:

Cost of product (per item) \_\_\_\_\_

Amount to be paid to company or percent of sales \_\_\_\_\_

Profit per item \_\_\_\_\_

Total Expected Profit \_\_\_\_\_

11. Will the company accept returns? Yes \_\_\_\_\_ No \_\_\_\_\_

12. If no, what will be done with the unsold or unwanted items?

\_\_\_\_\_  
\_\_\_\_\_

Please give any additional information you feel might be important.

\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_

Rejected: \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

**\*\*\*Please note that this form must be completed, approved, and forwarded to the Business Office before the fundraiser can start. The Follow-up Report must be completed and returned to the Business Office within 30 days after the fundraising activity was scheduled to be finished. Failure to complete the appropriate paperwork in a timely manner could forfeit any future fundraising activities for the future.**

# Scott County School District 2

## Fundraiser Sign-Out Form

Building Name: \_\_\_\_\_

Club / Activity Name: \_\_\_\_\_

Student Signature	Sponsor Signature	Grade	Date Received	Items Received	Item Cost	Total Due
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**\* Please give this form to the ECA Treasurer with your Follow-Up Report.**

# Scott County School District 2

## Fundraiser Cash Received Form

Building Name: \_\_\_\_\_

Club / Activity Name: \_\_\_\_\_

Student Signature	Sponsor Signature	Grade	Date Received	Cash Received	Checks Received	Total Received
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
<b>Total Deposit -</b>						

Cash                      Checks                      Total

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**\* Please give this form, bank deposit receipt and SA-8 to the ECA Treasurer after deposit is made.**

# Scott County School District 2 Fundraiser Follow-up Report 2023-24 School Year (7-1-23 to 6-30-24)

To be completed by the sponsor at the conclusion of the fundraiser activity. If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank.

1. School Building: \_\_\_\_\_

2. Name of Club: \_\_\_\_\_

3. Sponsor Name(s): \_\_\_\_\_

4. Number of items sold: \_\_\_\_\_

5. Expenses Incurred: \_\_\_\_\_

Please give details of expenses: \_\_\_\_\_

\_\_\_\_\_

6. Actual Profit: \_\_\_\_\_

**Please give any additional information you feel might be important.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

# ECA Treasurer

## Fundraiser Follow-up Report

To be completed by the ECA treasurer at the conclusion of the fundraiser activity. Please make sure that the appropriate paperwork is attached.

1. Building \_\_\_\_\_ Club \_\_\_\_\_
2. Total Receipts: \_\_\_\_\_
3. Total Expenses: \_\_\_\_\_
4. Actual Profit: \_\_\_\_\_
5. Fund number for this activity in your ECA account: \_\_\_\_\_

Checklist: \_\_\_\_\_ Attach a copy of **Sign-Out Form(s)**  
\_\_\_\_\_ Attach a copy of **Cash Received Form(s)**

Please give any additional information you feel might be important.

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\_\_\_\_\_  
ECA Treasurer Signature      Business Office Manager Signature      Date