

Standard Operating Procedure

SOP Number: 001

Title: ASB and Booster Fundraising

Purpose

The purpose of the SOP is to address the regulations, steps, and processes when doing an ASB or Booster fundraiser within the Highland School District on behalf of an HHS sport or extra-curricular activity.

Responsibilities & Source Documents

The HHS Student Council in conjunction with the district office will maintain and update this procedure.

Specific Procedure

- A. **(Both)** All initial paperwork must be submitted two weeks prior to the event. Could include but not limited to: Fundraiser Approval, Cash Box request, Facility Use Agreement.
- B. **(Both)** Fundraiser pre-approval form with principal's signature, turned into Student Council. ASB will get approval, Booster is an FYI. Fundraiser pre-approval form is required of both boosters and ASB groups.
- C. **(ASB)** Inventory-students will receive fundraising product (gold cards, tickets, cash ect.), must secure parent permission slips before checking out to them, ticket numbers for reconciliation form must be submitted, copies and expenses, left over inventory must be accounted for.
- D. **(ASB)** Fundraiser Reconciliation form should be submitted to student council within two weeks of end of sale. **(Boosters)** are not required to submit a reconciliation form.
- E. **(ASB)** PO's must be submitted for products (Student Council), credit cards checked out credit card and receipts (District Office), packing slips (ASB Bookkeeper).
- F. **(Booster)** Must follow the ASB vs Booster flow chart and determine type of sale.
- G. **(Both)** Third party vendors with online sales programs are not approved. This includes fan cloth. Special vetting must happen case by case.
- H. **(ASB)** All cash donations over \$50 must have a donation form attached, under \$50 a donation log must be attached.
- I. **(Both)** Facilities use form must include a copy of signed fundraiser form and copy of Health District Permit/Application if selling food.
- J. **(Both)** Any sale of prepared food outside of concessions sale, requires a separate Health District Food Permit.
- K. **(Both)** Consequences' fundraisers shut down, future fundraisers at risk of approval. Booster clubs risk not being able to support HHS programs. **RCW 28A. 325.030**

Forms/ Templates to be Used

- Fundraiser checklist
- Fundraiser request
- P.O's/ ASB Requisition Form
- Fundraiser reconciliation form
- Parent Permission Slip
- Inventory Control Form
- Cash Donation Forms
- ASB vs Booster Flow Chart
- Facilities use form
- Cash Box Checkout