**BEARCAT FUNDRAISING**

**REMINDERS:**

* Fundraising Projects may range in length of time for completion (one day to three weeks), using an outside group or organization to assist with the fundraising and receiving a percentage of the profits (T-shirt sales, Cookie Dough sales, etc.), or a simple project ran internally for a short time (cookie cart, carnation sales, 50-50 raffles, etc.).
* Fundraisers may not overlap with another fundraising project that is being held.
* Any traditional fundraiser project being used by a group cannot be duplicated without Administrative Support and consent by the other group involved.
* All fundraisers have to be pre-approved. Fundraisers will be taken to the September Board of Education meeting each year for Board approval. Any additional fundraising projects have to be approved by the Administration and the Ubly Board of Education. These additional fundraisers will only be approved after September if there is compelling reason as judged by the Administration.
* Tax must be charged on many of the items sold. Please check in the Business Office if you have any TAX questions.
* All money must be deposited in the Business Office and the following steps taken:

1. Turn all money into the Business Office
2. Fill Out Financial Summary Form
3. Provide packing slips and invoices

* Remember: Cash prizes over $250 should be paid with a school check. Federal guidelines require that earnings in excess of $600 in a calendar will need to be reported by filing a W-9 form.

**ITEMS PURCHASED WITH PROFITS**

* All orders must be pre authorized with a requisition form and turned into the Principal’s Office for approval. Any reimbursement request made without prior requisition approval may be subject to decline.
* All Bills and Packaging Slips must be turned in to the Business Office. They must be signed, dated, and a brief description of the use of items/service provided.
* Notify Business Office, in writing on the packing slip if order is not complete.

Please follow Fundraising Procedures to make sure that all projects are accountable within auditing regulations.

**UBLY COMMUNITY SCHOOLS**

2020 Union Street

Ubly, MI 48475

APPLICATION FOR FUNDRAISER

Application Instructions:

This application should be filled out and emailed to your Supervisor.

After being authorized by the Supervisor and by the Superintendent it will be emailed back to the applicant, indicating confirmation to move forward with the project.

Any money encumbered by this organization will be their full responsibility to be paid.

* The Ubly Administration and the Ubly Board of Education reserve the right to disallow or discontinue any fundraiser at any time.

**Sponsoring Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fundraiser Planned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All money and profit/loss reports must be turned into the Business Office no later than two weeks after the determined end date.**

**Company or Organization**

**Used for Fundraiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Adult in Charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrative Confirmation**

**\_\_\_\_\_\_\_\_\_ Fundraiser Approved**

**\_\_\_\_\_\_\_\_\_ Fundraiser Denied**

**\_\_\_\_\_\_\_\_\_ Need More Information**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal’s Signature Superintendent’s Signature**

**UBLY COMMUNITY SCHOOL**

**2020 Union Street**

**Ubly, MI 48475**

**PROFIT AND LOSS REPORT**

**Financial Summary Form Instructions:**

This form should be filled out upon completion of your Organizations Fundraiser. This information must be accurate and available for the Annual School Audit.

Sponsoring Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Were Taxable Items sold in this fundraiser? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide Financial Detail: (ex. 100 shirts @ $15.00 =$1500)

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\*attach additional information if necessary

Please attach packing slips and invoices for items received.

Has all fundraiser product been sold? If no, please explain below \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Total Money Collected $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Billing of Product $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Profit for Organization $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Profit money will be placed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ account**

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

Signature of Applicant Date

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

Business Manager Date