

STEP-BY-STEP GUIDE FOR A DANCE

1. Club votes on dance fundraiser.
2. Submit a ***Fundraising Activity Request Form*** to administration.
3. If approved, complete anticipated receipts and disbursements section of ***Statement of Profit and Loss***.
4. If purchasing food and water obtain a ***Resale Certificate*** from central treasurer before purchase.
5. Complete ***Disbursement Form*** for each expense (Ex: DJ, water, etc.). An invoice should be included with the form and submitted to the central treasurer.
6. Record each expense in ***Activity Ledger***.
7. An ***Inventory Control Form*** should be completed to record all items purchased for resale.
8. Obtain ***pre-numbered tickets*** from the central treasurer.
9. After the dance place the money into the office safe until it can be counted.
10. Complete a ***Deposit Slip*** and a ***Fundraising Deposit Detail*** when money is counted. Documentation and money is submitted to the central treasurer.
11. Record the deposit in the ***Activity Ledger***.
12. Update the ***Inventory Control Form*** with items sold and remaining items in inventory.
13. Complete the ***Statement of Profit and Loss*** and submit to the central treasurer.

NOTE

The "Club" page under "Students" on the middle and high school websites provides information, resources and forms.