

## STEP-BY-STEP GUIDE FOR SELLING MERCHANDISE

1. Club votes on 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. Contact fundraising company to determine if they collect the sales tax, if the merchandise is sales tax exempt or if you as a club need to collect the sales tax. Depending on the answer you may need to obtain a **Resale Certificate** from central treasurer to present to the company. Also, ask the company when they expect payment. (For example, if purchasing kits for resale you may have to pay before the fundraising event. If you are selling out of a catalog you may have to collect the money from the customers at the time of sale and then pay the company.)
5. Complete **Disbursement Form** for each expense (Ex: purchasing kits, merchandise from catalogs, etc.). An invoice should be included with the form and submitted to the central treasurer.
6. Record each expense in **Activity Ledger**.
7. Depending on the situation an **Inventory Control Form** may have to be completed to record all items purchased for resale. Example: a healthy snack kit that you buy first and then sell the merchandise from the kits would require a form. No form is required when you take orders first and then only purchase what was ordered.
8. **Activity Treasurer's Receipt Forms** should be completed as the money is being collected from members. A copy goes to member submitting the money, a copy goes to the central treasurer with the Deposit Slip and Fundraising Deposit Detail and a copy remains with the club.
9. If an **Inventory Control Form** was required in the situation then they should be updated as the money is received or the unsold merchandise is returned.
10. All money collected should be placed into the office safe until it can be counted.
11. Complete a **Deposit Slip** and a **Fundraising Deposit Detail** when money is counted. Documentation and money is submitted to the central treasurer.
12. Record the deposit in the **Activity Ledger**.
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.