

## **GUIDELINES FOR SCHEDULING & HOLDING A FUNDRAISER:**

### **APPROVAL FOR FUNDRAISERS:**

- ★ All ON-CAMPUS and OFF-CAMPUS/VIRTUAL fundraisers **must FIRST be approved** by our current APSA, Ms. Jillian Davis.
- ★ Please be certain to **include your advisor in all steps and discussions** regarding fundraising.
- ★ **To obtain approval of a potential fundraiser**, please complete the application by copying and pasting the following link:

<https://forms.gle/pm257h2p7DiNbGk37>

- ★ **For addition questions**, you may email:
  - Ms. Jillian Davis, APSA: [jdavis@fjuhsd.org](mailto:jdavis@fjuhsd.org)
  - Ms. Liana Williams, SRC/Activities: [liwilliams@fjuhsd.org](mailto:liwilliams@fjuhsd.org)

**IMPORTANT NOTE: Any funds raised to donate to an outside charity/organization are subject to the following:**

- **Must be Board approved.**
- **Disclosure of the intent to donate funds raised MUST be included in ALL promotions of the event.**
- **Must be agreed upon by club/organization by way of signed Club Meeting Minutes detailing the event and intentions to donate.**

- **Credentials of the charity must be provided for approval.**
- **Contact information including the charity full name, address and phone number must be provided when requesting the check to be written.**

### **OPTION 1: OFF-CAMPUS/VIRTUAL FUNDRAISERS**

1. For **virtual fundraising**, you may request that a donation button is created for our ASB Student Store "Donations" page by contacting Ms. Williams at [liwilliams@fjuhsd.org](mailto:liwilliams@fjuhsd.org). Please provide the name of your club/group along with a JPG image for the button. PLEASE NOTE: At this time, you MAY NOT create virtual crowdfunding accounts for clubs/groups. Please contact Ms. Williams for any additional information.
2. To fundraise by **selling products** or services through the ASB Student Store, please review the link entitled "How to Sell a Product/Service On-Line".

NOTE: Items/products may not be sold OFF-CAMPUS by clubs/groups with money being collected by students or advisors, with the exception of approved booster clubs.

3. For **OFF-CAMPUS fundraisers**, please discuss the details with Ms. Davis and Ms. Williams regarding dates, vendor and location. Additional insurance paperwork must be completed for off campus events which you may discuss with Ms. Davis.
4. After establishing the fundraiser, the student club representative **must** complete the POTENTIAL REVENUE/FUNDRAISER RECAP form (SEE LINK BELOW) and submit it to the Activities office, either in person if on campus or by scanning and emailing it to Ms. Williams. Please note that the top portion should be completed prior to the event,

whereas the bottom portion reflects the results of the fundraiser and is completed after the event.

NOTE: If this form is not submitted to the activities office, profits may not be deposited to the club/group. This is a MANDATORY FORM.

5. After obtaining approval from Ms. Davis, please make arrangements with the vendor you are collaborating with to hold the fundraiser. Most OFF-CAMPUS fundraiser vendors send a check directly to Troy for deposit into the club account. Please have them make that check out to **“Troy High School”**, **noting in the memo what club the check should be directed to.** Further, please have them mail the check to Troy High School Attn: Activities, 2200 Dorothy Lane, Fullerton, CA 92831.

NOTE: Again, the check cannot be deposited until the POTENTIAL REVENUE/FUNDRAISER RECAP form is completed and returned to the Activities office or scanned and emailed to Ms. Williams.

## **OPTION 2: ON-CAMPUS FUNDRAISERS**

- ★ STUDENTS AND ADVISORS: Please also note that students MAY NOT collect cash and carry it with them on or off school campus. Any cash collected by teachers during on-campus fundraisers must be brought to the activities office daily to avoid it being stored in classrooms and/or being subject to theft or loss of funds.

1. For **ON-CAMPUS fundraisers, a reservation MUST be made through Facilitron.**
  - a. The advisor (not a student) must first log-in to Facilitron as an “internal user” by way of the advisor’s user account.  
(ADVISORS: please your email outlining steps to create your Facilitron account)
  - b. Prithe advisor must then print out the confirmation from Facilitron and provide a copy of this to the Activities Office. PLEASE NOTE THAT ON-CAMPUS FUNDRAISERS MUST BE SCHEDULED 10 DAYS PRIOR TO THE EVENT.

2. After establishing the ON-CAMPUS fundraiser, the student club representative **must** then fill out the top portion of the POTENTIAL REVENUE/FUNDRAISER RECAP form (SEE LINK BELOW) and return it to the activities desk **PRIOR** to the ON-CAMPUS sale.  
NOTE: If this form is not submitted to the activities office prior to the ON-CAMPUS event, no cash box will be available for the event and the fundraiser may be cancelled. THIS IS A MANDATORY FORM.
3. On the day of the ON-CAMPUS fundraiser, the advisor must retrieve the cashbox from the activities desk at the conclusion of the last class period. Students MAY NOT pick up the cashbox or be left unattended with the cashbox during the fundraiser. The cashbox will contain the start money, a pen, a deposit slip and the Revenue Potential form that the students provide prior to the sale (see step 2).
4. After school fundraisers MAY NOT commence until 15 minutes AFTER classes conclude on any given day or the club/group may be suspended from conducting after school fundraisers.
5. When the ON-CAMPUS sale has concluded, the advisor must count the cash WITH the students, complete BOTH forms inside the cashbox (the deposit slip and POTENTIAL REVENUE form) and SIGN the paperwork, returning it to the cashbox. The advisor should then return the cashbox to the front office, handing it **only** to myself or to an Administrator (in my absence) to be confirmed and secured until the next day when the total deposit will be confirmed and deposited to the appropriate club account. You MAY NOT keep the cash box in your classroom overnight.

FOR FUNDRAISER RELATED REIMBURSEMENTS, PLEASE SEE THE "HOW TO GET REIMBURSED" PAGE ON THIS WEBSITE.