**FUNDRAISING STEPS:**

1. Go to the fundraising calendar to find an open date. Millsap ISD/Staff/Employee Resources – scroll to bottom**.**
2. Complete **Activity Sponsor Responsibility Affidavit** (this form is only needed for your first fundraiser)
3. Complete **Fundraiser Application**
4. Submit both forms for approval:
	1. Athletic Director (if applicable to sports)
	2. Food Service Director (if food is sold)
	3. Campus principal
	4. Admin office.
5. Add approved fundraiser to calendar. There is a link: “Add an event to the Fundraising Calendar” just below fundraising steps.
6. Use expense estimation from application and submit a requisition to campus principal – See attached **Purchasing Procedures**.
7. The approved PO gives you permission to place order with approved vendor giving them the PO# for reference.
8. Once order is received, send packing slips signed and dated to Admin office.
9. All sales should have receipts for each sale. (A list can be used for sales in place of individual receipts. If you use a list, 1 receipt should be attached to the list)
10. Deposits should be made in a timely manner. – See **Collecting Money and Deposit Procedures**
11. All monies collected must be deposited, under no circumstances should cash be used to purchase anything.
12. Other documents that may be helpful:
* Fundraiser Profit/Loss Statement
* Fundraising Merchandise Distribution Record
* Daily Collections Report