

Club and Class Fundraising Procedures

For a charity, for a cause, etc.

1. The sponsor completes the **Special Events Form**. Copies are in the office and at https://www.uni.illinois.edu/resources/forms/Uni_and_non-Uni_events_Form.pdf
2. Dr. Radnitzer has to approve the event; Dr. Walkington needs to sign when fundraising is involved.
3. You must have a sign at the point of sale (of entrance tickets, of meals, etc.) that states the purpose of raising the money—to what charity or cause the funds will go. Any e-mails need to include the same information.
4. Two people need to collect the money, the sponsor and someone else from the club or class.
5. The two people must keep track of how many of each thing is sold. Those records need to match up with the amount of money collected. In other words, if the junior class sold 40 Thanksgiving meals at \$10 apiece, there should be a record that shows the count of 40 and there should be \$400 cash. If 20 people came to the Habitat Talent Show at \$5 apiece, there should be a record that shows the count at 20 and there should be \$100.
6. The amount of funds received should be recorded on the **Club and Class Cash Receipt Form**, available at the back of this packet.
7. The sponsor is responsible for the funds and keeps them.
8. When the sponsor gives the funds to the charity, the sponsor must get a receipt from the charity or business that matches the amount raised.
9. All of this material (the count, the receipt, etc.) is then given to Mr. Adams.

For buying T-shirts, selling tickets to a dance, etc.

1. Complete the special events form. Copies are in the office and at https://www.uni.illinois.edu/resources/forms/Uni_and_non-Uni_events_Form.pdf
2. Dr. Radnitzer has to approve the event; Dr. Walkington needs to sign when fundraising is involved.
3. Two people need to take money, the sponsor and someone else from the club or class.
4. The two people must keep track of how many of each thing is sold. Those records need to match up with the amount of money collected. In other words, if the junior class sold 40 T-shirts at \$10 apiece, there should be a record that shows the count of 40 and there should be \$400 cash.

If 120 people bought tickets to a dance at \$10 apiece, there should be a record that shows the count at 120 and there should be \$1200.

5. The amount of funds received should be recorded on the **Club and Class Cash Receipt Form**, available at the back of this packet.

6. The sponsor is responsible for the funds and gives them to Mr. Adams once sales are completed.

7. The school pays the T-shirt company, etc.

For fundraising over several years, such as freshmen and sophomores fundraising for their junior prom

1. Complete the special events form. Copies are in the office and at https://www.uni.illinois.edu/resources/forms/Uni_and_non-Uni_events_Form.pdf

2. Dr. Radnitzer has to approve the event; Dr. Walkington needs to sign when fundraising is involved.

3. Two people need to take money, the sponsor and someone else from the club or class.

4. You must have a sign at the point of sale (of entrance tickets, of meals, etc.) that states the purpose of raising the money—for instance, “2024 Prom.” Any e-mails need to include the same information.

5. The two people must keep track of how many of each thing is sold. Those records need to match up with the amount of money collected. In other words, if the junior class sold 40 T-shirts at \$10 apiece, there should be a record that shows the count of 40 and there should be \$400 cash. If 120 people bought tickets to a dance at \$10 apiece, there should be a record that shows the count at 120 and there should be \$1200.

5. The amount of funds received should be recorded on the **Club and Class Cash Receipt Form**, available at the back of this packet.

6. The sponsor is responsible for the funds and gives them to Mr. Adams once sales are completed.

7. The school pays the DJ, the prom venue, etc.

The school business office does not participate in any way in raising or handling money for a non-Uni-sponsored activity (for example, a senior trip.

CLUB AND CLASS CASH RECEIPT FORM

Club/Class Name: _____

Event Date: _____ Event Name: _____

How will profits be used: _____

Cash Received:	Bills	Qty	Amount
	\$100	_____	\$_____
	\$50	_____	\$_____
	\$20	_____	\$_____
	\$10	_____	\$_____
	\$5	_____	\$_____
	\$1	_____	\$_____

Total Bills Received \$_____

Total Coin Received \$_____

Checks Received:

Check No.	Name on Check	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Checks Received \$ _____

Total Amount of Funds Raised \$ _____

Counted By:

Name: _____

Signature: _____

Supervised Counting:

Name: _____

Signature: _____

Business Office Received By:

Name: _____

Signature: _____