



# **Fundraiser/Money Collection Procedure**

Fundraisers/Money Collection Events must be approved by the UHS Associated Student Body and UHS School Administration before they are held. The Associated Student Body Advisors and Administrators will consider appropriateness, safety, and compliance with Education Code when reviewing and approving fundraisers (Refer to the FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference for more detailed information).

Typically Allowed Fundraising and/or Money Collection Events:

- Dances
- Apparel (t-shirts, sweatshirts, etc.)
- Pizza
- Desserts

Note: Events not listed above must have further discussion with UHS Associated Student Body Advisors and UHS Administration and be approved prior to the event occurring.

All Fundraisers and Money Collection Events require a Fundraiser Request Form and Fundraiser Reconciliation Form to be completed, turned into the Activities Director, approved by ASB, approved by the Principal, and filed in the ASB filing cabinet. This must be completed at least two weeks prior to the event.

Advisors must be present during the fundraiser or money collection times. Students are not allowed to be left in charge of the event or left with the money/cash box without adult supervision.

For dances and apparel, there is a Google Form created to document each transaction and to automatically generate receipts for students.