



Evergreen Fundraising Flow Chart/Check List

- ☐ Before a fundraiser can even take place, the **ASB Fundraising/Activity Request Form** must be filled out
- ☐ Incentives determined. These need to be of no monetary value. Please review the Gifts, Awards, Prizes, and Incentives Policy through Everett Public Schools. A link has been posted to our Evergreen Nuts & Bolts Page.
- ☐ Submit an **ASB Funds Request Form** along with **ASB Fundraising/Activity Request Form** to ASB Treasurer. This request will then be taken to EVG ASB Leadership to have students review for final approval
- ☐ If ASB Leadership approves request, ASB Treasurer will contact you via email to proceed with your fundraiser.
- ☐ If a cashbox is needed, please submit a **Cash Box Request Form** to the ASB Treasurer no later than 1 week prior to event. **NO EXCEPTIONS.**
- ☐ A money collection form will be in your cashbox and must be filled out by both staff members who are counting the money at the end of your event. Admin or ASB Treasurer will assist in putting money in safe until deposited.
- ☐ If students are going to be checking out items/or selling items on their own, you must send out a **Parent Permission for Fundraising Form**. ****Only students who have permission are allowed to fundraise.***
- ☐ Make individual students responsible for items issued to them. Sign out sheet with student signature and date is required. This will avoid any questions about whether or not a student is for the merchandise after the fundraiser is complete.
- ☐ Students must either sell the items and turn in money collected or return the undamaged items at the completion of the sale. Any unreturned or damaged items will result in a fine added to the students account.
- ☐ Turn in any paperwork that you have kept concerning your fundraiser to the ASB Treasurer (invoices, packing slips, etc) so that payments can be made in a timely manner.