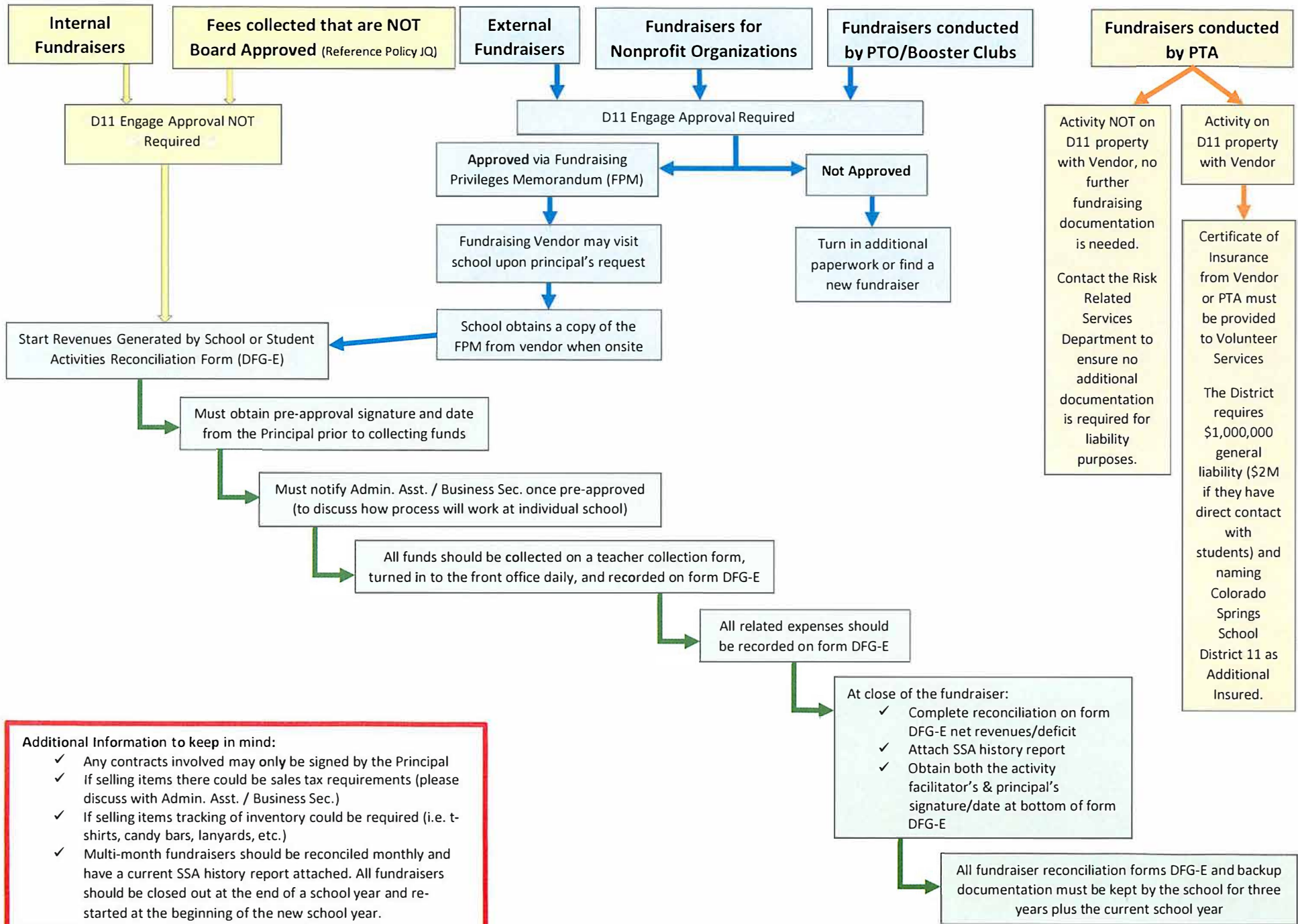


Fundraiser Flowchart

Revised 8/1/2016



- Additional Information to keep in mind:**
- ✓ Any contracts involved may only be signed by the Principal
 - ✓ If selling items there could be sales tax requirements (please discuss with Admin. Asst. / Business Sec.)
 - ✓ If selling items tracking of inventory could be required (i.e. t-shirts, candy bars, lanyards, etc.)
 - ✓ Multi-month fundraisers should be reconciled monthly and have a current SSA history report attached. All fundraisers should be closed out at the end of a school year and re-started at the beginning of the new school year.