



Eddyville Charter School Fund Raising Event Application

Group & Advisor Name: _____

Who will be helping with this Fund Raiser? _____

Date(s) of Fund Raiser: _____

Location(s) of Fund Raiser: _____

Will you be collecting funds online? (circle one) YES NO (If yes, contact Business Office for setup requirements)

You may only use the District's TouchBase site for collecting funds online. Use of other websites is strictly prohibited.

Purpose of Fund Raiser: _____

Description of Fund Raiser: _____

Estimated Related Costs: _____ \$ _____

Estimated Related Income: _____ \$ _____

Estimated Profit: \$ _____

Account Name: _____ Acct #: 299 . 0000 . _____ . _____ . _____
LOC AREA

What account will cover a loss, should one occur? _____

If you collect more funds than required for your purpose listed above, what will you do with the excess funds?
(your advertising must include this information) _____

Required Money Handling Practices for Fundraisers, Concessions & Athletic Gates

DEBIT or CREDIT TRANSACTIONS

- Only authorized users of the InTouch Receipting program may run a Debit/Credit transaction in the business office.
- Card holder ID shall be required
- The card shall immediately be returned to the card holder after swiping
- Card holder information will not be retained in any form at any time
- Payments will not be accepted over the phone or processed by a manual entry at any time
- A receipt of the transaction from the InTouch Receipting program will be given to the payee at the time of purchase

Eddyville Charter School

Fund Raising Event Application (Page 2 of 2)

CASH BOXES

- Should be requested from the Business Office allowing sufficient time for preparation
- Should be picked up as close to the time of the event as possible
- Must always be kept in a secure location and in double custody whenever possible
- Must be counted at receipt to verify startup cash and cash reconciliation form initialed
- Use of an InTouch Receipting device is preferred - contact your school secretary for set up
 - Gates - If InTouch not available, pre-numbered tickets must be used
 - Write down beginning and end number of ticket rolls for reconciliation purposes
 - Include reconciliation of tickets issued & cash received when cash box is returned
 - Offsite Fundraisers – If InTouch not available, track sales manually, double custody of cash
- An adult advisor should be assigned to each cash collection site to monitor cash handling
- The use of counterfeit detection pens is encouraged for bills \$20 and over
- Cash must be counted by two people at the end of the event, denominations entered on the cash reconciliation form which is signed by both people counting and returned with the cash box
- Cash box must be returned to the school safe as close to the end of the event as possible
 - **Cash/checks may NEVER be deposited to a personal bank account**
 - **Payments may NEVER be made from this cash.**
 - **During summer or other school breaks you may contact the Business Office at 541-875-2942 for deposit of funds**

GENERAL RULES

- Additional security steps may be added by the school to ensure best practices for their location
- **In the event of loss or theft of money or personal information** related to a payment made to ECS, **the Business Office and/or Human Resources should be notified immediately** at 541-875-2942.
- If outside groups are running concessions or fundraisers a sign must be posted stating which group is collecting funds and how the funds will be spent
- **Use of public funds or use of Debit/Credit card information in violation of Board Policy, administrative regulations, these guidelines and/or State and Federal laws, will result in discipline up to and including dismissal and/or referral to law enforcement officials as appropriate.**

I have read, understand and will comply with the above procedures and guidelines.

Advisor Signature: _____ Date: _____

Approvals – REQUIRED BEFORE ANY SETUP OR ADVERTISING CAN BEGIN

Administrator Notes: _____

Building Administrator Signature: _____ Date: _____

Business Director Signature: _____ Date: _____

Superintendent Signature (if required): _____ Date: _____