

EMERALD RIDGE PRIDE

FUND RAISER CHECK LIST

BEFORE REQUESTING SUPPORT:

- Obtain approval from school administration.
- Make sure the fundraiser will have parent support.
- Does your organization have a minimum of 51% of PRIDE members?
- Complete the Request for Fund/Support Form

Place all information in the PRIDE box prior to the monthly Board meeting which is held the first Tuesday of each month. If approved, a pride representative will be assigned to assist you with your program. All aspects of the fundraiser must be coordinated with PRIDE.

BEFORE FUNDRAISING:

- Notify your PRIDE representative of all pertinent information; dates, times, location, cost, advertisement, etc.
- Submit any proposed cost that will be run through the PRIDE account.
- Submit any request for need of PRIDE Parent/Member Volunteer help.
- Contact the PRIDE treasurer to coordinate any money transactions.
- A PRIDE member must be present for any money collecting activity, be sure to coordinate this with your PRIDE representative prior to the event.
- Use of any PRIDE equipment must be pre-arranged and checked out through your representative.

DURING FUNDRAISING:

- Any funds collected for entrance fees, etc. must be detailed on the Cash Collection Form and turned over to PRIDE immediately. Two signatures will be required; one by the organization and the other by the PRIDE Member.
- All cash taken for the fundraiser must have a receipt written to the payer.
- Collect and hold on to all receipts for expenditures, payments will not be made without valid receipt.
- Submit any expenditure payment request by filling out the Funds Disbursement Request form. Payments will be made by the 15th and 30th of each month for forms received with valid receipt prior to those dates.

AFTER FUNDRAISING

- Submit any Cash Collection Forms or Funds Disbursement Requests not previously submitted.
- Return and check in any PRIDE equipment through your PRIDE representative.
- Coordinate with your PRIDE representative to help determine what aspects of PRIDE's involvement most benefited your organization and what aspects can be improved upon.

Questions can be directed to Laurie Kajca, Pride Financial President at fivekkajca@comcast.net