



FUNDRAISING 101

For non-profit groups

Prior to fundraising check with your school to register your fundraiser

If your fundraiser requires Special Event Insurance make sure you allow time to secure the insurance...The form you need to complete can be found on the State OHSET web-site

Determine prior to the event if the fundraiser is a team or an individual event. This needs to be done by a vote of the athletes and minutes need to be taken.

At the end of the fundraising event the money should be counted by
2 people that were not involved in
collecting the money.



All monies earned for your fundraiser
needs to be deposited in your school account or
bank account

Fundraising Musts:

To be successful make sure you advertise your fundraiser!
Craigslist, local newspaper, flyers etc.

Accurate record keeping for all income, receipts for any expenses,
copy of deposit

If it is an individual fundraiser keep a ledger of each athletes
account. Keep a copy of the minutes showing
how the money was to be split between athletes.
Ie: hours worked, even split etc.

Other things to remember

Make sure you know what your school allows fundraising \$'s to be used for

Make sure that your parents and athletes support the fundraiser

Work with your school's booster club

No No's:

Never keep cash from your fundraiser to pay for expenses. Make sure you always deposit all of the money.

Any money used by an athlete must be for a legitimate Ohset expense.
Ie: equipment, uniform, stalls, meet expenses for athlete

If an athlete changes schools and their new school has an Ohset team;
Any money remaining in their account should be transferred to their new team.

If there is money in an individual's account it should remain in their account until the athlete graduates or no longer is eligible for Ohset.

After that any money would be moved to the team's general fund.

Never should money be refunded to an athlete just because they have money in their account. This could put Ohset's Non-Profit status in jeopardy.

Successful Fundraisers:

Krispy Kreme Donut Sales

Entertainment Books, Fast Food Cards

Chocolate Covered Cherries

Any others anyone would like to share?