

Fundraising Guidelines

- 1.** Any ideas for fundraisers should be submitted to the fundraising chairperson. They will then be brought to the attention of the IMA executive board for their input and approval.
- 2.** It is best to deal with checks rather than cash, when at all possible. All checks are to be made out to IMA and it is the check writers' responsibility for any charges incurred from checks returned for insufficient funds. Bake sales, Palmer days, Canteen, 50/50 drawings, First Flags, etc... will generate mostly cash vs. checks.
- 3.** All fundraising forms must be completed at the end of each event. It is important that all check numbers and amounts received from each student be recorded on the **IMA Fundraiser Chairperson Report**. This is what we present in the event of an audit. Make a copy for you records.
- 4.** Make a copy of all forms given to the Financial Secretary for your records. Reports must be given to the Financial Secretary no later than 5 days after the event has ended.
- 5.** Do not keep large amounts of money or checks in your home. If you have a large or ongoing fundraiser, that is generating monies over a period of time, turn in the monies to the Financial Secretary every 5 days. You should record them on the **IMA Fundraiser Event Report**. Make a copy for your records.
- 6.** In accordance with our bi-laws, turn in all monies to the Financial Secretary 5 days after the ending date for your fundraiser. Do not wait to turn in monies after the pick up date. This will insure the deposits have cleared and there are no returned checks before the fundraisers are dispensed.
- 7.** You must fill out the **Request For Purchase** form if you have to purchase items before an event and submit it to the IMA Treasurer at least 5 days prior. Make a copy for your records.
- 8.** All bills are to be submitted to the IMA Treasurer as soon as it is received to ensure proper payment. Make a copy for your record.
- 9.** If you need to present your fundraiser to the students, please contact Ms. Lutte by email at least 10 days prior. She will give you a time and date. She is also the contact if you need student help with your fundraiser.
- 10.** If you need copies of any fliers, please contact a board member at least 15 days prior to the kick off of your fundraiser.

If you have any questions, please contact the fundraising chairperson.