

## Stockton Unified School District Student Activities

### Index of Forms

**Form Name:**

**Purpose/Use:**

Form Number	Form Name	Purpose/Use
1	Activity Calendar	Use calendar at the beginning of each year to submit plans for fundraisers, assemblies, book fairs, field trips, etc. Update calendar as new activities are approved.
2	Revenue Potential Form	Fundraising authorization and approval form. Use for any revenue generating activity. Provide estimated totals prior to event and complete with actual result totals when activity is completed. Administrator must approve all fundraising on campus. Send forms via email to <a href="mailto:keigenhuis@stocktonusd.net">keigenhuis@stocktonusd.net</a>
3	Revenue Potential Log	Number and log in all RPF forms for the year. Track status of fundraisers till completed and RPF has been submitted with actual totals from sale.
4	Cash Count Form	Used when funds are counted and turned in for deposit. Must include documentation to support source of revenue, i.e. receipts, tally sheets, ticket sales reports, etc. etc.
5	Fundraising Permission Slip	Used for parent approval for student to participate in fundraiser. They are accepting responsibility for product received and funds collected by student.
6	Receipt Book Log ~Always use SUSD 3-part receipt books	Used to track SUSD receipt books in inventory and when checked in and out by staff. ~~~SUSD 3-part Receipt books are ordered through Purchasing Stores Catalog.
7	Tally Sheet Form	Tally Sheets are used to document individual sales items i.e., ice cream, healthy snacks, car wash, holiday gram sales, etc.
8	Fundraising Tally Sheet by Student	Used to track class/club fundraising by student. List product checked out and cash turned as documentation of revenue source for deposit
9	Fundraising Tally Sheet by Teacher	Used to summarize class or club sales totals by teacher/advisor to submit with deposit to document source of revenue collected.
10	Student Store Daily Sales Log	To record and reconcile daily Student Store sales with cash collected
11	Student Store Daily Inventory Sheet	To record daily inventory of Student Store products for sale
12	Student Store Inventory Reconciliation Form	Used to document beginning and ending inventory, record purchases and calculate sales totals
13	Ticket Inventory	Ticket inventory control log is used to track inventory on hand and used. Ticket rolls are checked in and out for ticket sales. Sales are recorded on Report of Ticket Sales form.
14	Report of Ticket Sales	Used to report ticket sales transactions and reconcile cash collected
15	Vending Control Sheet	Used to document vending machine sales, cash collected, inventory available for sale
16	Vending Inventory Log	To document perpetual inventory of product on hand for vending machines