

ACCOUNTABILITY FOR FUND-RAISING ACTIVITIES

In order to have any type of fund-raising activity within the school, it is necessary that proper records be maintained. **A Fund-Raising Activity Request form or a Request for Special Activity form must be prepared by participating parties and approved by the principal before any activity may begin.** An Activity Operating Report form must be prepared and submitted at the conclusion of each fund-

2. Approved Fund-Raising Activity Request form, Request for Special Activity form or Fund-Raising Activity Request ó Outside Organization form
3. Completed Activity Operating Report form
4. Completed Control Sheet form, if applicable
5. Copies of invoices and/or cash register receipts signed by sponsor (invoices/cash register receipts must include sufficient detail describing merchandise and quantity purchased)
6. Donated items for resale ó A sheet listing the merchandise with description and quantity it be verified and signed by both the sponsor and bookkeeper. The sheet must also include the signature of the p4Misnclude

FUND RAISING ACTIVITY REQUEST

The Fund-Raising Activity Request form is to be submitted in triplicate to obtain the required acknowledgement and permission to conduct a fund-raising activity involving merchandise sales. The original approved form is to be maintained on file with the bookkeeper for audit purposes, with copies going to the Student Activities Director (secondary schools) and the sponsor of the organization.

FUND-RAISING ACTIVITY REQUEST-OUTSIDE ORGANIZATION

The Fund-Raising Activity Request-Outside Organization form is to be submitted in duplicate to obtain the required acknowledgement and permission to conduct a fund-raising activity. The original, approved form, is maintained on file with the bookkeeper for informational purposes, as required by Board rule, and a copy is to be given to the organization conducting the fund raiser.

REQUEST FOR SPECIAL ACTIVITY

The S

VENDING MACHINES ó MISCELLANEOUS

The District's Exclusive Healthier Beverage Contract provides for beverage vending machines at schools. The machines are owned by the beverage contractor and are installed at the expense of the beverage contractor.

Student Access Fees of \$.30 per student (based on October student enrollment count) from beverage vending machines located in areas other than the faculty lounge accrue to the class, department or program generating the Funds as authorized by the principal.

Commissions, which under the current beverage contract equals twenty-five (25%) of

5. Fourteen days after pictures are taken and collections are made, the picture vendor should send a check to the school for the amount of commissions due. A Report of Monies Collected form is to be prepared and brought to the bookkeeper along with the commission check for deposit.
6. The bookkeeper is to verify that the commission received is correct by calculating the commission percent guaranteed by the picture contract times (x) the collections (less sales tax) made by the vendor.
7. Pictures must be delivered by the vendor to the bookkeeper. Prior to dissemination to students, an inventory of pictures received must be taken to determine that there is a picture available for each student the bookkeeper has a receipt copy for. The number of pictures received must correspond to the quantities ordered and paid for.

The above procedures will also apply when the vendor receives funds from students when the proof method is used.

**ACCOUNTING FOR PICTURE SALES WHEN THE PROOF SYSTEM IS USED
(VENDOR COLLECTION)**

The use of a vendor collected (proof method) picture sale is permissible provided that the picture vendor is made aware of his responsibilities prior to implementation of the plan. In order to provide for adequate

6. A Report of Monies Collected form is to be prepared after the commission check is received and both are to be forwarded to the bookkeeper for processing.
7. The bookkeeper is to verify that the commission received is correct by calculating the commission percent guaranteed by the contract times (x) the collections (less sales tax) made by the vendor.
8. Pictures are to be delivered to the bookkeeper. Prior to dissemination to students, an inventory of pictures must be taken to determine that the pictures ordered and paid for equal pictures received.

**ACCOUNTING FOR PICTURE ACTIVITIES WHEN THE PROOF SYSTEM IS USED
(COLLECTION BY SCHOOL)**

1. PROOFS: No record is needed for issuing proofs to students; the proofs need not be returned.
2. STUDENT ACTIVITY RECEIPTS:

**ACCOUNTING FOR PICTURE ACTIVITIES WHEN THE
PACKAGE SYSTEM IS USED**
(Collection by Schools)

A separate Report of Monies Collected form must be prepared for picture collections. Enter "Picture Sales" in the Source of Collection space of the Report of Monies Collected form.

Student Activity Receipts, listing the beginning and ending receipt numbers, are to be stated on the face of the Report of Monies Collected form.

In the event any Student Activity Receipt is voided, each voided receipt number must be recorded on the Report of Monies Collected form in the Voided Receipt(s) area.

All pictures issued to the school by the picture vendor must be accounted for.

1. A Control Sheet for Picture Sales form is to be maintained by each teacher handling the picture collections and is to be submitted to the bookkeeper at the conclusion of the sale. When picture collections are handled by the principal's office, the Control Sheet must also be maintained.
2. A Summary Report For Picture Sale

CONTRACTS ó GENERAL INFORMATION

As stated in the Duval County Public Schools Policy Manual and the Red Book, all contracts are to be signed by the principal.

Bid invitations can be offered for one to three year agreements, however there must be an annual contract on file for each year, as required by School Board policy.

A review of all agreements which extend beyond one year is to be conducted annually. The extended agreements are to include an escape clause which would allow the principal to cancel the agreement if the vendor fails to provide a satisfactory product and/or service.

2. AWARD

- a. The school reserves the right to waive informalities in any bids; to reject any and all bids in whole or in part with or without cause and/or to accept bids that, in judgment of the school, will be for the best interest of the school.
- b. The school reserves the right to reject any conditional bid and will normally reject any bid which makes it impossible to determine the true amount of the bid.

3. COMMITMENT DATE

Date(s) for the initial sitting to be established by mutual agreement of the contractor and the school.

4. PAYMENT

The contractor shall be paid upon completion of the sales to students; such completion date shall not exceed 45 days from the date of receipt of said pictures by school from contractor, unless extenuating circumstances demand otherwise.

Final commissions must be received from the contractor within thirty (30) days of receipt of final payments from customers, to include a detailed accounting from the contractor upon which the commission is based.

5. STATE SALES TAX (7.0)

The base amount (sale price for pictures) stated is to include the 7.0% State Sales Tax. Such tax is to be reported and paid by the company.

6. POSTAGE

Postage shall be pre-paid on pictures sent to the school. The photographic company shall be responsible for providing postal allowance for return of unpurchased pictures or shall arrange for pick-up of such unpurchased pictures at the company's expense.

7. UNSOLD PICTURES

The school will not be responsible for unsold pictures; it is authorized to release pictures to pupils for parent review and will exercise reasonable care in securing return of pictures or payment thereof.

8. COMMUNICATION WITH PARENTS

- a. Advance Notice:

The photographic company, sufficiently in advance of the date of picture taking, will furnish the school with written notices, sufficient for student enrollment at no

cost to the school or pupil, advising them of the picture taking date and the fact that the parent is not obligated to have the pictures taken.

b. Obligation Statement:

Printed advisement to the parent by the photographic company, is to be furnished with the picture package to the effect that "Parents are under no obligation to purchase any or all pictures, in subject package." This information must be on the notice, not in fine print.

9. RETAKES

A date, mutually agreeable to the contractor and the school, will be scheduled for taking the pictures of pupils whose original prints were not satisfactory, those pupils who were absent during the original sitting and newly enrolled students to the school.

10. Bid tender form under COMMISSION TO SCHOOLS list only commissions allowable under subject bid. No bonus offers, gifts, etc., will be considered in bid awards.

The bid tender form, in duplicate, is to be forwarded by the bidding firm to the school in a sealed envelope. The envelope containing the bid tender form is to be clearly marked on its face "BID STUDENT PICTURES, School Name and School Year INDIVIDUAL AND/OR CLASSROOM (as appropriate).

11. The executed contract will be a contract between the contractor (photographic company) and the school (represented by the principal).

12. SPECIFICATIONS

a. Type of package

The package should clearly identify whether pictures will be offered in color, black & white, or be a combination. The package should also include detail on the picture sizes, number of prints, and prices for individual and student picture packages, as well as the availability and costs of pictures in other than print form (i.e., digital).

b. Additional pictures

At the discretion of the vendor, additional student, faculty, and/or classroom complimentary pictures may be offered to the school.

3. AWARD 6

At the discretion of the vendor, additional student, faculty, and/or classroom complimentary pictures may be offered to the school.

RECEIVED BY:

Contractor Representative's Name (Printed, Signed & Dated)

Contractor Representative's Title, Typed or Printed

Name of Contractor, Typed or Printed

This "INVITATION TO BID" must be attached to "BID TENDER" at time of mailing. All instruments with this bid, i.e.: Bid invitation; Bid Tender and all Addendum are to be executed by printing with ink or typing. There shall be no erasures or corrections.

ADDENDUM
INVITATION TO BID FOR SENIOR CLASS PORTRAITS
_____ SENIOR HIGH SCHOOL

GENERAL SPECIFICATIONS 6 SENIOR SECTION

AWARDED BY: (Bid Committee)

_____	_____
	(Date)
_____	_____
	(Date)
_____	_____
	(Date)
_____	_____
	(Date)

YEARBOOK ADVERTISEMENT

The studio agrees to purchase one full page in the yearbook at a price not to exceed \$_____.

All services stipulated in Sections I through II shall be rendered by the photography studio at no charge to the school. Remuneration to the photography studio for these services shall be accomplished through the sale of senior portraits according to the price list submitted with this tender.

Accepting For:

Submitted For:

Senior High School Name and #

Company

School Address

Address

/S/_____
Sponsor

Name of Representative

/S/_____
Sponsor

/S/_____
Principal

