

FUNDRAISER LOG

ONE-PART FUNDRAISERS

Item / Event	# sold	x .25	HOURS
		x .25	

TWO-PART FUNDRAISERS

Item / Event	# sold	x .50	HOURS
		x .50	

CONTRIBUTIONS / COLLECTIONS

Item collected / contributed	Total	÷ 10 x .25	HOURS
		÷ 10 x .25	
		÷ 10 x .25	
		÷ 10 x .25	
		÷ 10 x .25	

School: _____ School Year: _____ - _____

Counting Fundraising as Volunteer Service

Many groups opt to raise funds to better support school needs and expand student opportunities. Fundraising is a significant endeavor. Each process requires a research, planning and organization.

A successful fundraiser requires the commitment of students, parents and staff. Products, pledges and incentives pass through many hands as they are counted, distributed and delivered. Money is exchanged and books must balance.

The following formulas have been developed for all schools and organizations to follow in capturing fundraising efforts and reporting it as volunteer service. The idea is to provide a fair reflection of all volunteer contributions made in support of the fundraiser, from beginning to end. The formulas are based on HOW funds are raised, not on what is sold or for how much.

To report fundraising as volunteer service, start by asking two simple questions:

- ① Was the activity a one- or two-part process?
- ② How many items were sold or collected?

<p>Point of sale or one-part transaction:</p> <p>(The 'ask' is made and funds/products are exchanged at the same time.)</p>	<p>Multiply the total number of items sold by 15 minutes (.25).</p> <p>Example: 200 pencils x .25 = 50 hours</p> <p>Example: 1,000 PTA memberships x .25 = 250 hours</p> <p>Example: 1,000 prom tickets x .25 = 250 hours</p>
<p>Two-part transaction:</p> <p>(The 'ask' is made, order is placed and funds/products are exchanged at a later date.)</p>	<p>Multiply the total number of items sold by 30 minutes (.50)</p> <p>Example: 500 catalog items x .50 = 250 hours</p> <p>Example: 250 Marathon sponsors x .50 = 125 hours</p> <p>Example: 100 t-shirt preorders x .50 = 50 hours</p>
<p>Monetary Donations Collections / Supplies:</p> <p>(Large sums or multiple items are donated or purchased at a time as a means of fundraising or general contribution.)</p>	<p>Divide the total of donated items by 10 then multiply by 15 minutes (.25)</p> <p>Example: \$250 single donation ÷ 10 x .25 = 6.25 hours</p> <p>Example: 1,000 cans ÷ 10 x .25 = 25 hours</p> <p>Example: 525 box tops ÷ 10 x .25 = 13.5 hours</p> <p>Example: 2,000 school supplies ÷ 10 x .25 = 50 hours</p> <p>Example: 10,000 carnival tokens ÷ 10 x .25 = 250 hours</p>

Fundraiser service time should be itemized by event / activity, not by individual.

Qualifying fundraising activities are not limited to the examples provided.
For additional assistance or clarification, please contact the ViPS office.

