**Miami Beach Senior High School: A Guide to Selling Pizza** 

Selling pizza can be a profitable fundraiser for clubs and can help finance their activities. In order to sell pizza, the following steps must be followed.

1. Check date availability with the treasurer. Two clubs must not be selling pizza at the same time.
2. Fill out fundraising application which must be approved by Ms Sakowicz (activities director) and the treasurer. <https://fl01000126.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=956&dataid=2187&FileName=1018-_FUNDRAISER_REQUEST.pdf>
3. Once fundraising activities are approved, a purchase order and check requisition, which can be obtained from the treasurer’s office, must be filled out and turned in to the treasurer. Both must be signed up the club sponsor. Please have account information on hand as this will be very useful to the treasurer. MAKE SURE YOU CALL PAPA JOHNS/DOMINOS PRIOR TO PLACING THE PURCHASE ORDER AND CONFIRM THE PRICE. A separate purchase order and check requisition must be filled out for each time you are selling pizza. Aim to have the purchase order turned in to the treasurer at least three days before the check is needed.
4. Call pizza company and order pizza. If ordering from Papa Johns, ask for Wilson and note that you will be using the school discount, which charges eight dollars for an extra large pizza without any toppings. Ask to have pizza delivered around 2:00 PM if selling immediately after school. An advisable amount to order would be six pizzas cut into ten slices. Specify the number of pizzas and the number of slices you would like the pizza cut into. Ask for the pizza to be delivered to your club sponsor’s name.
5. Get the check from the treasurer the day you will be selling pizza a reasonable amount of time before the pizza is delivered. Double check with treasurer to see what time would be appropriate to pick up the check.  When you are given the check, a blue copy of the check requisition will be attached. It is EXTREMELY IMPORTANT that you keep the blue copy of the check requisition for your records.
6. When you pay the driver, you will give him/her the check. The driver MUST give you the receipt. IT IS EXTREMELY IMPORTANT THAT YOU DO NOT LOSE THE RECEIPT. THE RECEIPT IS \*NOT\* THE STICKER ATTACHED TO THE PIZZA BUT RATHER THE WHITE SLIP OF PAPER THE DRIVER WILL GIVE TO YOU. The receipt must be signed by your club sponsor.
7. Set up a reasonable amount of time before the intended starting time. 30 minutes is advisable. Tables can be obtained from Ms. Sakowicz. Please check with her at least a day prior to ensure availability of tables. Napkins should also be used to give out the pizza.

\* Tip: a standard selling price is two dollars per slice. Anything less will probably result in minimal profit.

1. Pizza sells VERY fast. Therefore, you must ensure that you have adequate help. For sanitary purposes, whoever is handling the money should not be handling the pizza.
2. Money must be turned into a staff member at the office (e.g. Ms Lopez). A recap sheet must be turned in with the money and must indicate the amount of slices sold as well as the amount of money being turned in. The recap sheet should be signed by your sponsor.  Please indicate account information. The money turned in will reflect in account balance the business day following receipt by the treasurer.

A student operating report must be filled out at the end of the fundraiser and signed by your club sponsor.   <http://forms.dadeschools.net/webpdf/0996.pdf> Please have check requisition copies handy when filling this form out.