

## YEARBOOKS

The Yearbook Report and Year book Ads Sold report should be completed whenever yearbooks or ads are sold at a school. The Yearbook Report details the number of books printed versus the number of books distributed and any variance between the two. The Yearbook sponsor should ensure that all yearbooks are accounted for on the year book report.

The Yearbook Ads Sold Report tracks the types and amounts of yearbook ads sold during the school year. Year book Ads cannot be sold as a fundraiser. Year book ads are only to be sold as a means of lowering the overall yearbook price – making the yearbook more affordable for every person who seeks to purchase a yearbook.