



## Alonso High School Booster Club Fundraising Guidelines

This form will be used to notify the Athletic Director and the Alonso Booster Club of any plans for team fundraising (This includes team gear sales). This will ensure that duplicate fundraisers are not being run at the same time, ensure money is collected following all guidelines, and help in making the AD and Boosters aware of the various fundraisers and which team is running them if questions come up.

### Guidelines:

1. All Fundraiser's run by a team/club which runs its money through the Alonso High School Booster Club will fill out the attached form for approval by the AD, before the start of the fundraiser.
2. Fundraising approvals will be solely the Athletic Director's discretion.
3. Dates for the fundraiser will be required.
4. All monies collected will be turned into the Booster Club on a weekly basis to ensure the safety of the funds and so checks can be deposited on a timely basis. Any uncollected checks will be charged back to the team/club, along with a \$12.50 bank fee.
5. A team representative or the Coach should be listed to answer any questions concerning the fundraisers.
6. Any invoices pertaining to the fundraiser should be given to the Boosters with a Check Request Form attached in a timely basis so last minute payments are kept at a minimum.
7. All checks should be written to the **Alonso High School Booster Club**, (not Alonso High School), and students should be instructed to verify the check amount, and the WRITTEN amount on the check to confirm accuracy.
8. All monies will be collected and stored in a secure, locked place until a deposit can be made. Money is not to be left out in a classroom for any reason. All deposits will have two signatures on the Statement of Receipts.
9. Detailed records of all orders and monies collected will be kept by each coach or representative to ensure that all orders are filled and money is available to pay all invoices.



# Alonso High School Booster Club Fundraising Form

*Please submit to the Athletic Director for Approval*

Date: \_\_\_\_\_

Team/Club: \_\_\_\_\_

Fundraiser Title: \_\_\_\_\_

Time Period for Fundraiser: \_\_\_\_\_

If using a Vendor, Vendor Name: \_\_\_\_\_

**Team Contact:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Coach/Advisor Signature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Fundraiser Approved

\_\_\_\_\_ Fundraiser Not Approved (Reason described below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_