

EGHS ATHLETIC BOOSTER CLUB

Fundraising Policy

Player Fundraising and Fundraising Materials

- Coach will select fundraiser, fill out form and turn into Athletic Director. (Approval must be obtained from the Athletic Director, principle and Athletic Booster Board)
- Booster Club Board Representative will sign any contracts- **(Coaches should not sign any contracts)**
- Booster Club Board Representative will collect money and provide with instruction to Booster Club Treasurer for deposit in team account. (For some fundraisers there may be a cost involved. The booster club will cover this cost and deduct from the profits. Also any fundraising material which has a cost attached will have to be returned or paid for by the athlete.)
- Booster Club Board Representative will place order
- Booster Club Board Representative will verify all product received prior to distribution and Coach, Booster Club Board Representative will distribute items ordered
- Coach or Booster Club Board Representative will distribute fundraising materials
- Athletic Booster Club will pay bill with the money collected.

Fundraiser Approval Form

Coaches Name: _____ Date: _____

Sport: _____

Type of Fundraiser: _____

Dates for Fundraiser: _____

Description: _____

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Booster Club Approval: _____ Date: _____

Athletic Director Approval: _____ Date: _____

Administration Approval: _____ Date: _____

Remarks: _____

****Please submit Fundraiser Approval Form to the Athletic Director****