

## **Avon Grove Sports Boosters Fundraising, Deposit, Payment and Reimbursement Guidelines**

### **What is Fundraising?**

Any activity that involves raising or soliciting funds for an athletic team at Avon Grove High School. The goal of the Sports Boosters is to maintain fairness for **ALL** teams and to give every team the opportunity to raise money.

### **FUNDRAISING GUIDELINES**

- All fundraising activities must be approved by the Athletic Director and Vice President of Sports Boosters **PRIOR** to any advertising of the fundraising event.
- The fundraising request form should be completed via the Sports Boosters website and submitted.
- All advertising materials/posters should be sent to [avongrovesportsboosters@gmail.com](mailto:avongrovesportsboosters@gmail.com) for approval. Please submit along with the fundraising request. Please advise if you would like any approved advertising to be sent to the Sports Boosters member distribution list.
- The Coach and Team Contact will be notified via email when the fundraising event has been approved.

### **Examples of Fundraising (may include, but are not limited to):**

- \* Team programs, t-shirts, or team web pages
- \* Selling individual team spirit wear
- \* Selling items (For example, pizza, cookie dough, Elite cards, candles, etc.)
- \* Soliciting donations for goals scored, swimming laps, baskets scored, etc.
- \* Golf Outings, chicken barbeques, etc.

### **CERTIFICATE OF INSURANCE**

- Any team that is receiving services from a vendor or hosting an activity at a vendor location must obtain a copy of the vendor's Certificate of Insurance.
- A copy should be sent along with the fundraising request to forms.
- Vendors must name Sports Boosters and the school district as an additional insured.
- The Sports Boosters Certificate of Coverage is available upon request.

### **CASH BOX REQUESTS**

- Requests for a cash box with start up money must be made 3-7 days in advance of the event by email to the Sports Booster (SB) Payments Treasurer- [agsportsboosterspayers@gmail.com](mailto:agsportsboosterspayers@gmail.com)
- Requests are to include team name, name of event, name of person requesting, and amount requested.
- Once the request has been approved via email, the person making the request will arrange to pick up the check for the startup money from the Payments Treasurer as well as the cash box which is located at the high school.

### **DEPOSITS**

- All monies from approved events must be submitted within 10 days of the event.
- All other deposits to team accounts must be submitted within 10 days.
- Deposits are to be turned in to the High School main office to be put into the safe in a sealed envelope labeled SPORTS BOOSTERS DEPOSIT. Notify the SB Deposits Treasurer immediately that a deposit is ready for pickup.
- All checks must be made payable to Avon Grove Sports Boosters.

- Personal checks are stale dated six months after they are written and will be returned. The bank will refuse to deposit. Business checks are void if not cashed within 60 to 180 days.
- All deposits should be counted by 2 individuals **INDEPENDENTLY** of each other, ensuring an accurate count.
- If the amount being deposited does not match the amount of the deposit request it will be returned.

### **PAYMENTS/REIMBURSEMENTS**

- All payments/vendor payments must be made by check. Payments/vendor payments should not at any time be made in cash.
- All vendor invoices should be mailed to the Sports Boosters PO Box or the High School attn: Sports Boosters, if not given at the time of purchase or event. Invoices for vendor payments should not be mailed to a personal address.
- A cash receipt form should be used for cash payments to referees/officials or for petty cash requested from a team account.
- Receipts must accompany all payment requests. If receipts have been lost a receipt acknowledgement may be submitted. A list of items must be outlined. Maximum reimbursement amount is \$150 when a receipt is not provided.
- Requests for vendor payments related to approved events should be submitted within 30 days of the event.
- Requests for payments for all other purchases must be submitted within 60 days of purchase. Requests submitted after 60 days will not be considered for payment.
- Payment/reimbursement request forms and receipts can be emailed to the SB Payments Treasurer [agsportsboosterspayments@gmail.com](mailto:agsportsboosterspayments@gmail.com) or placed in the Sports Boosters mailbox in the teachers' lounge. Contact the SB Payments Treasurer to make arrangements to pick up checks if needed.

### **50/50**

- Participation in the 50/50 raffle by teams is voluntary and will be in accordance with all AGHS SB fundraising guidelines and procedures.
- Use of the Small Games of Chance license will be limited to Daily Drawings and Raffles (Homecoming/Sports Boosters Auction), and only with prior approval of the AGHS SB Executive Board.
- 50/50 raffle will be limited to events held at the licensed premises. (Avon Grove High School, 10 Waltman Way West Grove PA 19390). By Law, the AGHS SB Small Games of Chance activities may **NOT** be held at any other location. Exceptions would be for teams who do not host games at the school. This would be applicable to Ice Hockey, Swimming/Diving and Golf. The 50/50 raffle can only be held at what is considered their "home" location.
- Two 50/50 raffle boxes will be available. One should remain in the outdoor concession stand and one in the indoor concession stand. The boxes should not be removed so they are available for the next team using them.
- Sports Boosters retains the right to conduct the 50/50 raffle at the Homecoming Football Game and the Casino and Auction Fundraiser.
- At the first Sports Booster meeting of the school year teams will be allowed to submit their requested date to use this license. Dates that are not available will be identified so that teams can only select available dates.
- If the team chooses to use the opportunity, the Coach and/or Team Coordinator will be required to read, understand and acknowledge in writing (see accompanying Certification Document) the rules of the Commonwealth of Pennsylvania and any additional rules established by the Avon Grove School District and the AGHS Sports Boosters.

## **NON-COMPLIANCE**

Since Sports Boosters is considered a separate entity by the IRS, we are required to have all funds for the sports teams filtered through Sports Boosters. **This includes any financial transaction your team may be involved with, including fundraising, purchases, and team payments (for example, team apparel, end-of-season events, etc.).** Even though these transactions may not necessarily be fundraising activities, they still must go through the Sports Boosters accounting procedures.

We must comply with all IRS guidelines and comply with the reporting requirement to the school district, checks for any team-related activity must be made payable to Avon Grove Sports Boosters and should not be made payable to a parent, coach, team member, etc. All team-related transactions should be filtered through the Sports Boosters Treasurer.

So that Sports Boosters is in compliance as described above, the following will be instituted for any team that operates outside of the guidelines:

**First Incident:** Discussion with Sports Boosters Board Member regarding incident, followed-up by an email to the coach and/or parent, and Athletic Director.

**Second Incident:** Meeting with Athletic Director, Sports Boosters Board member, coach, and/or parent.

**Third Incident:** Suspension of ALL fundraising (time period to be determined).

Please understand that our organization is responsible for all activities that fall under our umbrella; therefore, we are asking that all teams follow these guidelines in order to keep our organization compliant for reporting purposes to the school administration and for our yearly auditing purposes.