



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

- 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.
- All fundraising activities, inclusive of advertising material, must be approved by the Athletic Director and Vice President of Sports Boosters **PRIOR** to any advertising of the fundraising event by completing the appropriate fundraising request form:
 - [Fundraising Request Form](#) for family inclusive events
 - [Adult Fundraising Request Form](#) for adult only events
- The Coach and Team Contact will be notified via email when the fundraising event has been approved.

AGSD FACILITIES

- Use of any Avon Grove School District (AGSD) facility (including stadium, fields, gyms, etc.) requires the completion of a Facilities Use Request form by following the directions on the [AGSD Buildings & Grounds](#) page. The school must approve your use and place your event on the school district calendar. Note use of facilities may incur costs for janitors or staffing. Such costs are the responsibility of the team/s coordinating. The school's facility approval is in addition to approval by Sports Boosters and the AD for your fundraiser.

VOLUNTEERS

- All volunteers must have proper clearances and be approved in advance by the school. Refer to Board Policy 916. A list of volunteers must be submitted to the Athletic Office at least 7 days in advance of the event. Please send a list of your volunteers to: kchristy@avongrove.org and dhunter@avongrove.org.

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.

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 and only with the approval of the AGSB board.
- 50/50 raffle will be limited to events held at the licensed premises. (AGHS, 10 Waltman Way, West Grove, PA 19390) By law, the AGHS SB small games of chance activities may NOT be held at any other locations. Exceptions would be for teams who do not host games at the school. In that instance the 50/50 raffle can only be held at what is considered their "home" location.
- Sports Boosters retain the right to conduct the 50/50 raffle at the Homecoming Football Game.

FUNDRAISING PROCEEDS

- **Cash & Check**
 - Cash boxes can be picked up from Avon Grove High School. A coach or team parent should contact Diane Hunter to arrange for the pickup and return of the physical cash box.
 - Start up cash funds for the cash box can be requested 7-10 days prior to an event via the [Reimbursement/Payment Request Form](#) which requires the requestor's information as well as a 2nd level approval. The form should be e-mailed to agsportsboosterspayments@gmail.com with a cc to the 2nd level approver. Upon receipt of the form and 2nd level approval a check will be issued to the requestor to be cashed for the start up funds.
 - Checks collected at fundraising events should be made payable to "**AVON GROVE SPORTS BOOSTERS**".
 - Sports Boosters does not take any portion of the proceeds raised from cash sales.
- **Electronic Payments**
 - **Square Hardware at Concession Stands**

- Square point of sale systems are set up at all Avon Grove concession stands for use during Avon Grove home games as approved by the Avon Grove Sports Boosters Board.
- Teams should utilize the square point of sale system for all concession stand sales including both cash and credit card.
- Teams should utilize the pre populated sale items and amounts loaded into the square point of sale system and should not deviate without approval from the Avon Grove Sports Booster Board.
- Square's processing fees of 2.6% + .10 will be subtracted from the total sales amount before the concession stand split is applied between the team and Sports Boosters.
- **AGSB Fundraising website**
 - Team fundraising events can be posted on the www.agsbfundraising.com website for electronic payment options including all major credit cards, apple pay and cash app.
 - Teams can indicate on their [Fundraising Request Form](#) that they would like their event to be posted on the website as a means of collecting payment. Teams should allow 5-7 business days for their event to be posted to the website.
 - Purchase receipts will be forwarded to the team contact within 1-3 business days of each purchase.
 - There is an online fee of 2.9% + .30 charged by Square for each transaction (example: a \$20.00 sale will be charged \$.88 by Square resulting in the team's proceeds to be \$19.12). Fees are charged daily by Square and are calculated by the total daily sale transactions.
 - Sports Boosters does not take any portion of the proceeds raised from online sales.
- **Square Hardware at Merchandise booths**
 - A Square point of sale system can be checked out for specific fundraising events that involve merchandise sales.
 - Teams that indicate on their [Fundraising Request Form](#) that they are interested in utilizing the Square point of sale system.
 - A coach or team parent should contact Diane Hunter to arrange for the pickup and return of the Square point of sale system.
 - Point of sale systems will be set up with pre-populated values and teams must price their merchandise accordingly.
 - Square's processing fees of 2.6% + .10 will be applied to the total sales amount before the team total is finalized.
 - Sports Boosters does not take any portion of the proceeds raised from Square merchandise sales.
- **Venmo**
 - After direction from the School Board, it was communicated that parents are **NOT** to use their personal Venmo accounts for team fundraising.

DEPOSITS

- All monies from approved events must be submitted within 10 days of the event with a completed [Deposit Form](#). Note, if you received start-up funds, that money should be included in the envelope but deducted from the final count, as per the form instructions.
- All other deposits to team accounts must be submitted within 10 days with a completed [Deposit Form](#).
- 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, deposit amount and log book line item.
- All deposits must be logged in and signed for by the depositor and an Avon Grove High School employee.
- Notify the SB Deposits Treasurer immediately that a deposit is ready for pickup.
- All checks must be made payable to “**AVON GROVE SPORTS BOOSTERS**” please use the memo line for additional information such as sport, team, event, athlete name as appropriate.
- 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.
- When completing the [Deposit Form](#) please include an email address in clear print to receive an electronic confirmation of deposit completion.
- Any returned checks will be charged back to the team account. If the bank charges a returned check fee it will be deducted from the team account.

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, or submitted via e-mail to agsportsboosterspayouts@gmail.com. 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.
- [Reimbursement/Payment Request Forms](#) and receipts can be emailed to agsportsboosterspayouts@gmail.com or dropped at the High School main office to the attention of Sports Boosters. All reimbursement requests must receive a second level approval from another parent or coach before they can be processed.

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.