

**SPHS TIGER BOOSTER CLUB, INC.**  
**Policy for Fundraisers Associated with**  
**Any SPHS Athletic or non-ASB Activity**

**Prerequisites:**

1. All fundraisers must be approved in writing by the SPHS Principal and Athletic Director as well as any other required SPHS or SPUSD approvals, before a request can be made to the Booster Club to run the fundraiser with Booster Club administrative support.
2. All SPUSD Facility Use, insurance, and other applicable requirements must be met.
3. This policy applies to fundraisers such as car washes, Christmas tree sales, solicitations for cash donations, bake sales and any other fundraiser that seeks to operate under the Booster Club's tax-exempt status and/or utilize the Booster Club's administrative support services.

**If the SPHS/SPUSD approvals are provided, then the following Booster Club policies apply:**

1. **Booster Club Approval.** Ask for approval from the Booster Club. Booster Club will approve, deny or approve subject to modifications. For the Booster to evaluate your request please provide all of the following:
  - 1.1. SPHS/SPUSD written approvals.
  - 1.2. Budget for the activity including:
    - 1.2.1. Description of the activity – time, date, place, what you plan to do.
    - 1.2.2. Hard costs -- (supplies, costs of items to be sold, etc.) broken down as specifically as possible.
    - 1.2.3. Income -- what you plan to charge; the expected number of participants; the source of any other monies that will be collected (snack sales, etc.).
    - 1.2.4. Proceeds –Booster Club will approve only if the activity overall is judged to be a genuine fundraising activity.
    - 1.2.5. Copy of any fliers, emails or other writings to be used in connection with the fundraiser.
2. **Administrative and Accounting Requirements.** If the fundraiser is approved by the Booster Club, then all of the following administrative and accounting requirements apply.

- 2.1. All funds collected must be processed in accordance with Booster Club guidelines including those stated below:
  - 2.1.1. All expenses paid for the fundraiser must be paid through the Booster Club. If applicable a W9 for each individual or entity to be paid must accompany the request for payment.
  - 2.1.2. All payments collected must be given to the Booster Club for deposit.
  - 2.1.3. Payments should be by check (made out to SPHS Tiger Booster Club, Inc), if at all possible. Other arrangements (cash or credit card) can be made with the Booster Treasurer.
  - 2.1.4. **Avoid collecting cash and if cash is collected, provide a receipt with a duplicate.** (Booster Club will provide a receipt book.)
  - 2.1.5. All payments must be processed in accordance with Booster Club guidelines (detail will be provided to you).
- 2.2. The expenses and proceeds will be applied to the applicable team's Booster account and net proceeds may be spent in accordance with applicable Booster guidelines.

Adopted 6-13-13, Revised 06-14-16