

SPHS TIGER BOOSTER CLUB, INC. **Policy for Online Fundraising**

This policy is intended to govern fundraising efforts performed by SPHS student groups who have been approved by SPHS Administration and are recognized by the SPHS Tiger Booster Club who wish to use a third-party online fundraising platform.

Prerequisites:

1. This policy only applies to fundraisers for student groups who are seeking solicitations for monetary donations using a third party online fundraising provider.
2. Before starting an online fundraising campaign, the student group must be approved by the SPHS Tiger Booster, in collaboration with SPHS Administration. Consideration for this approval may involve meetings between the provider, student group advisor, and a representative of the Booster Club to determine suitability. Factors for suitability include, but are not limited to, provider professionalism, overall system functionality, privacy considerations, and fee structures.
3. The student group understands that they are not authorized to contract directly with the third party online fundraiser provider and all contractual relationships will be held between the SPHS Tiger Booster Club and the third party online fundraiser provider.
4. The student group understands that they will be responsible for paying any and all fees to the third party provider from the proceeds of their online fundraiser.
5. The student groups understands that the SPHS Tiger Booster Club provides a PayPal option on their website for collecting cash donations for student groups, for which the group will not be charged any fees. *(Note: The Booster Club recognizes that it does not offer the additional functionality of messaging, photo/video content, and other perks that a third party provider can offer, which can improve the success of a fundraising campaign, and that is why a student group may wish to work with a third party at their own expense.)*

Once the appropriate approvals are obtained, then the following Booster Club policies apply:

1. **Execution of Contract** - Each contract between SPHS student groups and the online fundraising provider must be signed by officers of the SPHS Tiger Booster Club.
2. **Fundraiser Initiation** – Initiation of the fundraiser and system set-up will be supervised by the Teams & Activities Chairperson on the SPHS Tiger Booster Club Board, with assistance from a parent volunteer or SPHS staff advisor representing the student group.
 - a. **Overarching Privacy Concerns** – It is extremely important that student privacy is protected.
 - i. It is understood that students will provide email addresses of potential donors.
 - ii. No member of the coaching staff or general parent population may have access to information, which identifies fundraising levels to individual athletes.
 - iii. Any publication of individual donor gift amounts on the fundraising webpage or group communications must be anonymous.
 - iv. Any publication of notes or comments from donors may be attributed by name if the donor so desires.

- b. System Administration
 - i. Security levels must be set appropriately by the Teams & Activities Chairperson to ensure that privacy protocols are followed.
 - 1. Confidential Booster Club information, such as banking information, must not be shared with people outside of the Booster Club Board.
 - 2. Access to changing system security or confidential information must be restricted to a Booster Club Board member.
 - 3. Coaches and Team Parents must not have access to individual fundraising totals by student.
 - ii. Content
 - 1. Home Page content may be established by the Coach or Team representative, with input from the Teams & Activities Chairperson. This content may include a welcome statement, team video, team schedule and results, team statistics, or other verbiage to inspire donors.
 - 2. On-Going content throughout the campaign can be posted by members of the coaching staff, parents, donors, or the team and may include commentary on the game and game highlights in both still photo and video format and written content.
 - 3. The Booster Club Teams and Activities Chairperson has the ability to edit content if necessary.
 - 4. Players have the ability to create their own showcase content if that is a feature provided within the system.
 - iii. General Account and Financial Information
 - 1. General Account information must be established by the Teams & Activities Chairperson to ensure accuracy and completeness.
 - 2. Financial information must be entered on the Fundraising site by the Teams & Activities Chairperson, in collaboration with the SPHS Booster Club Treasurer, Financial Secretary, or President.
 - iv. System Reporting
 - 1. The system might automatically provide notification to donors of our Federal Tax ID and acknowledgement of the donation, and that can be sufficient.
 - 2. If the system does not automatically acknowledge gifts, a report of donations by donor, with email addresses can be provided to the SPHS Booster Club EVP, Ways and Means, for donor recognition and Financial Secretary, for proper recording. This could be accomplished by giving the EVP access to the system to run the report themselves. The report must include the donor's total gift and the related provider fees.
- c. Content and Messaging
 - i. Content Restrictions
 - 1. The Teams and Activities Chairperson has the ability to monitor content and to make adjustments, as necessary.
 - ii. Messaging
 - 1. The system should allow potential donors to limit the frequency of messaging from the fundraiser. It is not our intention to over-communicate, but rather to make donors aware and then give them the level of updates they desire.

3. Accounting for proceeds/Recognition of Donations

- a. The provider must remit the net fundraising proceeds (total donations less provider fees) to the SPHS Tiger Booster Club, either via check sent to our official mailing address or

- electronic funds transfer directly to the SPHS Tiger Booster Club checking account in a timely manner.
- b. Any checks received from the provider will be deposited into the SPHS Tiger Booster Club checking account by the Financial Secretary.
 - c. The Financial Secretary will book the deposit to the appropriate Team Account on the date received or deposited.
 - d. Where multiple groups use the same platform, there must be delineation between deposits to the bank account for the different groups so that the appropriate journal entry can be booked.
 - e. If needed, the EVP, Ways and Means can generate tax donation receipts to donors based on system generated reports. See section 2.b.iv. above for more information.

4. Other Considerations

- a. Any communication with the third party provider must be managed by a member of the Booster Club Board.
- b. Any issues that arise in relation to the contract between the provider and SPHS will be managed by a member of the Booster Club Board.
- c. SPHS Coaches, Advisors, or Parents do not have the authority to transact with the third party provider on behalf of the student group.

Adopted April 20, 2021