



**Clinton Sports Boosters
Fundraiser Approval and Helpful Hints**

Please complete the information below and place in Sports Boosters mailbox in the high school office. This form will be returned to you signed by a Sports Boosters Board member, indicating the fundraiser has been approved.

Date of Fundraiser: _____

Location and Activity: _____

Team and Coach _____

Following are some general guidelines to help you and Sports Boosters properly handle and account for the funds raised for your team. **All team funds are to be deposited at Access Federal Credit Union in the Sports Boosters account. Sub accounts are maintained for each sport so that funds can be accounted for. Teams are not allowed to have bank accounts separate from the sports boosters account.** Please feel free to contact a Sports Boosters board member with any questions.

1. Coaches should not handle the cash/checks collected as part of your fundraiser. Please designate a parent to handle funds and prepare the deposit. Students may handle funds with adult supervision. All team funds are on deposit at Access Federal Credit Union in the Sports Boosters' account. There are sub-accounts for each team with a balance in the account.
2. All money collected for your fundraiser should be deposited at Access Federal Credit Union within 2 business days of the end of your fundraiser. To prepare funds for deposit, separate cash from checks, and determine your total deposit. Take the deposit directly to the teller counter at Access and tell them you have a deposit for your team for the Clinton Sports Boosters Account. When prompted, choose a printed deposit slip to attach to your fundraising report.
3. Please use the attached fundraising report to summarize your receipts and expenses. This form may also be used to request reimbursements for expenses paid on behalf of the team in preparation for the fundraiser or to pay a vendor. Original store receipts and bank deposit slips should be stapled to this report. Please keep a copy of this report and all attachments for your team records. The report should be signed a by coach AND parent liaison.
4. Please drop the report and receipts off at the main office of the high school for the Sports Boosters mailbox. A picture of the report may be texted to Carla Pascucci, treasurer of Clinton Sports Boosters at (315)368-8098. (If texted please put originals in the office mailbox). Reimbursements will be made promptly as long as all supporting receipts are included with the request.

Your fundraiser has been approved by the board of Sports Boosters.

Team sub account number (for deposit at Access): _____

Clinton Sports Boosters Board Member Signature: _____

Name and Title of Board Member: _____