



THS Booster Club Fundraising Committee

Guidelines for Reviewing Team/Club Fundraising Proposals

1. The coach or club Advisor selects a volunteer (who may not be a district employee or student) as the point of contact for the team or club fundraiser.
2. That Point Volunteer is to contact the THS Booster Club and become a THS Booster Club member if not already.
3. THS Booster Club will ask that Point Volunteer submit a proposal to the Fundraising Committee to review, keeping the following in mind:
 - a. 10% of net proceeds from approved fundraisers go back to the THS Booster Club general fund to provide student scholarships and fund grant requests.
 - b. The Fundraising Committee **reserves the right to reject a proposal** that does not comply with the THS Booster Club Bylaws and Charter.
 - c. The THS Booster Club members should actively participate in fundraising efforts and be the central volunteers helping run fundraisers.
4. The Fundraising Committee reviews the proposal, and either approves or rejects it. The committee doesn't intend to reject a plan flat-out; its goal is to suggest modifications to make the proposal acceptable.
5. Once the Fundraising Committee approves, the THS Booster Club completes the fundraising forum and submits a proposal to the THS Booster Club Board for final approval based on the Committee's recommendation.
6. If the proposal involves using school grounds, the THS Booster Club will notify the THS administration that the THS Booster Club has approved the proposal, so they know the event's date and time.
7. THS Booster Club returns the final Approval/Rejection to the Team/Club Point Volunteer.
8. Proceeds from the fundraiser will be given to the THS Booster Club Treasurer and earmarked for the Team/Club specified in the proposal. Ten percent will be retained for the THS Booster Club's general fund. The THS Booster Club can either pay for team or club items or have funds deposited into their team/club ASB account.
9. Funds raised will only be delegated to the initial team/club that was granted fundraiser approval. **Changing team/club fund allocation mid-fundraiser will not be allowed.**
10. Teams/Clubs may submit fundraising proposals together as one fundraiser, which will be considered a "Partnership Fundraiser" by the Fundraising Committee. This type of proposal requires both Point Volunteers to agree to this partnership and notify the THS Booster Club of their partnership upon initial proposal submission.
11. The THS Booster Club will consider Title IX when giving tangible gifts to teams/clubs. Note that the THS Booster Club should pay for intangible expenses.



THS Booster Club Fundraising Committee
Fundraising Proposal Approval Form

Guidelines for Fundraisers are specified in the "THS Booster Club Fundraising Committee Guidelines for reviewing Team/Club Fundraising Proposal Documents."

Team/Club Name: _____

Person Requesting Fundraiser: _____

Contact Phone #: _____ Email: _____

Coach/Advisor name: _____

Contact phone #: _____ Email: _____

Description of Fundraising event: _____

Dates of Fundraiser: _____

Location of Fundraiser: _____

Income Expected (after expenses): _____

Item(s) being sold: _____

Price of item: _____

Amount or % per item do you get: _____

Any upfront costs associated with fundraiser: _____

Fundraising Committee approval signature

Date

ASB/Athletic approval Signature

Date

Booster Club President Signature

Date



THS Booster Club Fundraising Committee

Guidelines for accepting online donations and issuing funds

1. Coach/Club Advisor selects a Volunteer (may not be a district employee or student) to be the point of contact for the THS Booster Club.
2. The Point Volunteer is to contact the THS Booster Club and become a member, if not already a member.
3. That Point Volunteer will partner with other parents to use social media to ask friends and family to go online and donate to their team or club. Here's some simple directions:
 - a. Go to:
 - b. Click on the box titled "Donate clicks here."
 - c. Click on the box titled "Donate to a club or team." Click here for details
 - d. Scroll down and complete all donation fields.
 - e. VERY IMPORTANT- in the box that says "optional: Which team or club is this for?" be sure to specify which team or club the donation is for. This allows the THS Booster Club to route donations to the selected team or club.
 - f. Donations can be made using a PayPal account or major credit card.
4. Please be aware that:
 - a. Related banking fees (PayPal/Square/etc.) are deducted from the donation amount

AND

 - b. 10% of each donation goes back into the THS Booster Club General Fund to provide for student scholarships and help fund grant requests.
5. The Fundraising Committee will meet with the Point Volunteer to issue funds.
6. The THS Booster Club will consider Title IX when giving tangible gifts to teams/clubs.

Note: It is best for the THS Booster Club to pay for intangible expenses.



THS Booster Club Fundraising Committee
Guidelines for accepting donations for Campaigns

Definition of Campaign: The campaign involves raising money for a specific item(s) that benefit the whole school and student body.

Campaign details must be presented to the THS Booster Club Board for review.

If approved:

- The Campaign Chairman needs to be appointed to oversee the campaign.
- The Campaign Chairman needs to be a THS Booster Club member, if not already a member.
- The Campaign Chairman must draft a campaign letter for the THS Booster Club to review.
- The treasurer will set a donation field on the THS Booster Website for that specific campaign.

The Campaign Chairman and the THS Booster Club will encourage parents to use social media to ask friends and family to go online and make donations.

Here's some simple directions:

- Go to:
- Click on the box titled "To Donate, click here."
- Click on the campaign you wish to support
- Scroll down and complete all donation fields
- Donations can be made using a PayPal account or any major credit card

Please be aware that:

- Related banking fees (PayPal/Square/etc..) are deducted from the donation amount
- AND**
- 10% of each donation goes back to the THS Booster Club General Fund to provide for student scholarships and help fund grant requests.
 - The Board reserves the right to waive the 10% fee. To be evaluated on a case-by-case basis.

The THS Booster Club Treasurer will work with the Campaign Chairman to issue funds received for their Campaign.