PORT CHESTER ATHLETICS FUNDRAISER PROTOCOLS

This document is created to provide clarity and uniformity to the process of allowing fundraisers for school district booster clubs. Everyone will be able to follow a singular process for creation and facilitation of events.

Process:

- One booster club representative will be in charge of submitting the required form to the district for all fundraising events for that sport.
- The booster club representative is tasked with notifying the coaching staff for their sport and obtaining the signature from a coach on staff prior to submission to the athletic office.
- The booster club representative may submit the required form as a hard copy or an attachment in an email (.pdf). (It is strongly recommended to not send as a picture (.jpeg)
- Status of the fundraiser will be updated on the live Google doc that will be viewable to the booster club representative in charge of form submission. All other booster club fundraisers will also be viewable to allow for notification and transparency between booster clubs.
- Forms must be submitted at least two weeks prior to the start of any fundraising event to allow time for processing.

Priority:

- Priority will be given first to (In-Season) sports over out of season sports.
- Form submittal date will be taken into consideration.
- Quantity of fundraising events per sport will be taken into consideration.
- Longevity of events will be taken into consideration.
- Historical or annual established events will be taken into consideration.
- Impact on community resources will be taken into consideration.

Protocols:

- No two events will be authorized at the same time that are determined to be identical in nature. Examples: sales of specific food goods. Social events of the same exact event.
- Booster clubs of different sports should not sell/solicit/advertise for their fundraising efforts at events of other sports without their consent.
- Social media can be used by all booster clubs to sell/solicit/advertise for their fundraising events.
- Similar events in nature that cater to different sport audiences will be permitted. Example: sales of sport specific merchandise, raffles, donation solicitations.
- No fund raising event will be authorized for an event lasting the entire season,with the exception of concessions for their specific sporting events.

Fundraising Event Types:

1. **Sales of goods**: Examples- Food sales, sales of clothing (sport or non-sport specific), sales of non-perishable items (gift baskets, water bottles, magnets & lawn signs)
2. **Games of chance**: 50/50 raffles, Item raffles- (win a TV, IPad, Subscription), Auctions,
3. **Donations**- Online donation sites, Marathon calls, Text-to-give,
4. **Social Events & Provided Services**- Parents night out, Dinner events, Car Washes, Movie showing, Video game tournament, Wiffle ball tournament.

Please be respectful of other booster clubs' efforts and understand that all fundraising reasons are important to each sport.