TAMALPAIS UNION HIGH SCHOOL DISTRICT

Memorandum

To: TUHSD Principals, School-Connected Organizations Officers, Athletic Directors
From: Corbett Elsen, Assistant Superintendent of Business & Operations
Cc: Superintendent, Board President, Budget Secretaries, Athletic Clerks
Date: October 7, 2026
Re: School-Connected Organizations: Summary of Fundraising Guidelines for Athletics

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Talking Points on Roles for Athletic Fundraising: We are providing a public school athletic experience, not a club experience at a high school. Site athletics provides the basics and essentials. Foundations/Boosters can provide 'important to haves' across all athletics. Team fundraising can provide team-specific 'nice to haves'.

Purpose

The purpose of this memorandum is to provide clear, shared guidelines regarding fundraising for athletic school-connected organizations across our five TUHSD high schools.

Clarification of Roles & Areas of Support

District Athletic Department budgets support:

- Coaches & AD's compensation (including postseason)
- Official fees
- League/State Dues
- Basic equipment required for games and practice
- Uniforms
- Materials and Supplies
- Equipment Repair
- Basic facilities repair and field maintenance
- Out-of-county transportation for NCS/State/MCAL games
- Athletic and Coach Clearance software (Home Campus)
- Custodial overtime for regular season and playoff Saturday games
- Permit rental fees for Cross-country, Swimming & Diving
- Athletic Training supplies
- Light Tower rentals
- Prohibited Support: Do not fund team dinners/banquets, coach gifts, athlete gear (kept by student)
    - Not exhaustive list of prohibited support - see CIF/NCS/TUHSD policies

Foundations/Athletic Boosters areas support:

- Scholarships and Financial Needs
- Live Streaming/Filming
- Professional Development
- Tournaments and Invitationals (including overnight expenses)
- Replica pennants and awards

- Training and Sports Equipment
- Team Subscriptions like TeamSnap and Hudl
- Student transportation to out-of-county playoff games
- Team-specific training services (e.g., strength and conditioning)
- Custodial overtime for non-conference Saturday games
- Approved additional facilities resources
- Varsity Letters and pins
- Team Practice Gear kept by the school
- Additional approved Light Tower rentals
- Social Media support programs

Individual Team Fundraising areas:

- Custom Practice wear kept by students
- Food and team dinners
- Swag kept by team members
- Senior celebrations
- Team / Associated Student Body (ASB) areas
- Out of area overnight optional competitions & tournament expenses (Site covers required expenses like NCS)
- Football/Cheer may fundraise for non-league games

Team Parent Expectations & Restrictions

- Fundraising Opportunities: Collaborate with head coaches using explicit, district-labeled channels.
- Coach Gifts: Voluntarily collected at the season's end, confidential, and limited to $50 maximum per family.
- Volunteer Coordination: Manage game-day volunteers.

Approved Fundraising Guidelines

- Voluntary Contributions: All communications must state donations are completely optional for student participation.
- No Individual Compensation: Funding individual compensation or coach stipends is strictly prohibited.
- Practice Time: Student fundraising activities must not happen during regularly scheduled practices.
- Meeting Rules: Coaches and students must not be present during Team Parent meetings.
- Approvals: Coaches must submit activity request forms & receive approval in advance to the AD/Budget office.
- Approved Methods: E-team sponsors, ASB parent contributions, championship fundraising, and snack shacks.
- Disallowed Methods: Venmo is completely prohibited.
- A brief budget should be created including these allowable expenditures aligned to. This team budget shall be made available to all team parents, coaches, AD, and administration. Sample Athletic Team budget (click here)
    - Communications must include specific purposes and allowable items for raising funds
- Compliance Responsibility: Head coaches are ultimately responsible for ensuring compliance.
- Special Large Item Request: Communicate with site athletics, foundation and boosters for potential funding for larger requests (i.e. tennis ball machine, batting cage expansion, etc) that may require multiple funding sources

Communications

- Handbooks: Update the Tam Boosters Guidebook, TUHSD Coaches Handbook, and TUHSD Athletics Parent Handbook.
- Orientations: Include these guidelines as a standing agenda item at every seasonal Coaches' Orientation.
- Websites: Post this memorandum on all site Athletics and Boosters web pages.