



*Cedar Ridge High School Red Wolves*

1125 New Grady Brown School Rd. Hillsborough NC 27278 Phone: 919-245-4000 | Fax: 919-245-4010

# Athletic Teams and Clubs Fundraising Policy

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## **Purpose**

Cedar Ridge High School's Athletic Teams and Clubs Fundraising Policy provides athletic teams, activities, and athletic clubs the opportunity to raise funds within a framework of fairness and fiscal responsibility. This policy must be followed when athletic teams or clubs plan to raise money on behalf of the school or any of its affiliated programs.

Nothing within these guidelines should be construed as a directive or encouragement for athletic teams and/or clubs to undertake fundraising activities. These guidelines have been developed by the Cedar Ridge Athletic Boosters Club to ensure all athletic teams and clubs adhere to the approved policy, that the reputation of Cedar Ridge is not negatively impacted, that students are not pressured into commercial entrepreneurship, and that acceptable accounting and financial procedures are followed.

## **Fundraising Requirements**

All fundraising must be approved using the Cedar Ridge Fundraising Form attached in **Appendix I**. Plans/ideas should be submitted no later than two weeks prior to the beginning of the event/campaign. Groups can expect a response within one week of submission. Once approved by all parties, a signed copy of the form will be returned to the coach and submitter to be retained throughout the event/campaign. In circumstances where the two-week timeline cannot be met, a meeting should occur between the coach and athletic director to discuss the proposal.

Students may be encouraged, but not required, to participate in fundraising. No penalties may be levied for non-participation.

## **(1) Fundraising Initiatives**

Fundraising should be limited to reaching specific objectives rather than general fundraising to increase the treasury. The following procedures must be followed in all fundraising initiatives:

- a. No food and/or drink fundraising initiative may compete with the Athletic Booster Concession Stand, restricting athletic teams and clubs from selling food or drink items at the same event, if the Athletic Boosters have the concession stand open and active.



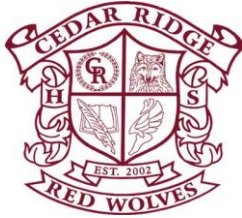
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- b. Teams and clubs should strive to not duplicate or overlap each other's fundraising initiatives; however, if multiple requests are submitted for the same event, the athletic director should notify the representatives for each team and/or club to confirm both parties still want to continue.
- c. A fundraising initiative should have an end date. Once the fundraiser ends, a summary should be prepared by the team or club representative and submitted to the coach, athletic director, and treasurer. This summary should include the dollar amount collected, costs incurred, and net proceeds.
- d. A careful record should be kept of all products issued to those receiving the products to be sold. Each individual receiving products should sign for them. It is suggested that no student receive more than \$50 worth of products at one time, unless accompanied by an adult.
- e. Cedar Ridge Red Wolves logo and branding may be used on printed material supporting fundraisers and will be provided by the Athletic Director.
- f. School facilities may be used for fundraising activities only if an employee of the school is present and the facilities are left in the condition they were prior to the activity. A facility use form is required to be completed, and approval from the county is required. The form is available through the Athletic Director. If the activity is off campus, no form is required.

### **(2) Accounting Procedure for Fundraising Initiatives**

- a. All orders for fundraising products should be processed through the school bookkeeper (or designated officer). Each team and/or club should identify one or two individuals who will act as the representatives and who are authorized to request money from the treasurer for their respective team and/or club. These individuals should be communicated to the school bookkeeper annually.
- b. Disbursement of revenue from fundraising events must be approved by the coach for athletic teams and the president for executive committees (i.e. Athletic Boosters) with bylaws. Properly authorized payment vouchers should be accompanied by invoices or cash receipts supporting the payment. Payments should be made by check.
- c. Prior to ordering any fundraising products out of the team or club account, careful consideration should be given to the appropriate quantity, and to the storage and safekeeping of the products to be sold.
- d. Other members of the parent group may assume responsibility for collecting money; however, once collected, all money should be handed over to the team or club representative as soon as possible. Money collected by the team or club representative should be turned in to the treasurer on the same day if possible, or no later than the next available work day. As money is turned into the school bookkeeper, receipts should be issued to the team or club representative. All money collected by the school bookkeeper



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should be deposited in the appropriate team or club account on the next available working day. Money should not be kept in an individual's bank account, home, or staff member's classroom or desk.

- e. No fundraising expenses or payment of merchandise should be made from collected money. It should be deposited with the school bookkeeper and then necessary checks requested with attached invoices or statements.
- f. The school bookkeeper must prepare and distribute a financial report to the team and/or club representative at least once a semester. This report should detail the receipts and expenditures for each period.

### **(3) Expenditure of Funds**

- a. Expenditures of funds are to be of direct or indirect benefit to the student-athlete body. The basic purpose is to promote the general welfare and morale of the student-athletes and to benefit them as a whole. Examples of acceptable type of expenditures include:
  - i. Pre-game and team meals
  - ii. Uniforms
  - iii. Spirit wear
  - iv. Equipment
  - v. End of season banquets
  - vi. Miscellaneous expenses, relative to improving the athletic playing facilities, not financed by the Athletic Director or Athletic Boosters.

### **(4) Past Successful Fundraising Initiatives**

- a. Selling spirit wear (i.e. sweatshirts, hats, magnets)
- b. Golf tournament
- c. Silent auction
- d. Team baskets donated for sale
- e. Raking/bagging leaves
- f. Car wash
- g. Supper, luncheon, or dinner
- h. Discount cards
- i. Christmas tree and wreath sales
- j. Summer sport camps
- k. Raffles



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Appendix I

**Fundraising Request Form**

Team \_\_\_\_\_

Type of Fundraising Activity \_\_\_\_\_

Day/Date/Range of Activity \_\_\_\_\_ Location \_\_\_\_\_

Contact Person at Activity Location \_\_\_\_\_

Does the Fundraising Activity meet the Approved Fundraising Guidelines? Yes  No

If no, explain \_\_\_\_\_

\_\_\_\_\_

How much do you expect to raise with this event? \$ \_\_\_\_\_

What is the purpose of the funds being collected? \_\_\_\_\_

\_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL SIGNATURES:

Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

***To be completed by Athletic Director:***

Are any businesses off-limits for solicitation?

\_\_\_\_\_