



Hollis Brookline High School Athletics Booster Club "HBABC"

Team Fundraising Rules

Objective: Establish consistent expectations of coaches, administration, parents and athletes regarding purpose and method of fundraising for individual team at HBHS.

Reason: This objective, is at the request of the school administration due to teams attempting to raise money using repetitive and inefficient fundraising activities which impacted the community, school and athletes. This procedure will increase the safety, efficiency and success of fundraisers for our teams. It will also reduce liability to the school district, coaches and parents involved in team fundraising activities.

The rules are a joint effort between the principal, athletics department and HBHS Athletics Booster Club to unify team efforts to maximize the benefits of fundraising for each team and the school community overall.

- I. Purpose of Fundraising
 - A. Purchase of Non-Budgetary Items to Enhance Program
 - i. Examples: warmups, extra practice equipment
 - B. Provide Additional Training
 - i. Examples: strength training, yoga, preseason camp, guest speakers
- II. Fundraising Activities
 - A. Permitted Activities: All team fundraising activities will be directly associated with the sport.
 - i. Examples: Summer Skills Camp for younger athletes, Team Day at related location (i.e. ski hill, batting cages, etc.)
 - B. Restricted Activities: Non-Sport related activities will not be approved
 - i. Examples: Sales of= raffle tickets, merchant coupon books, plants, gift wrap.
- III. Approval Process
 - A. Team Parent or Coach must submit application for approval at least 14 days prior to activity.
 - B. Activity must be approved by the athletic director or school principal and the HBABC board.
 - C. Applications are available on the booster club website.
 - D. A coach can appeal a denial of a fundraising activity by requesting a review by the principal.
- IV. Handling of Funds
 - A. Coaches are instructed to refrain from accepting cash, checks or other monetary transactions on behalf of the team.
 - B. All funds will be deposited into the HBABC bank account under the individual team

account. This account is reported separately from the HBABC General Funds and held in the team's account until disbursed.

- C. The HBABC will provide online registration mechanisms for each activity with full access and visibility to the respective team coach or team parent.
- D. If necessary, cash or check payments can be made to a designated Team Parent or Booster Club member. All payments are to be made out to “HBABC” or “Hollis Brookline Athletics Booster Club”. Any cash transactions must be recorded with a two-copy receipt ledger. Receipt copies and cash will be hand delivered to the Treasurer or Assistant Treasurer of the HBABC.
- E. All transactions will be reported to and recorded by the Treasurer of the HBABC.
- F. Teams will be provided with a detailed report of the income and expenses of their accounts monthly and when requested.

V. Disbursement of Funds

- A. Funds raised will be used only for the originally approved purpose.
- B. Excess balances may be kept in the team account for application to approved future fundraisers.
- C. Coaches and/or team parents may authorize purchase on behalf of the team as long as the purchase meets the stated criteria. Any person who makes a purchase for non-approved purposes will be personally responsible for any liability associated with the non-approved purchase.
- D. Any expenditure should be billed to the HBABC directly for direct payment.
- E. If reimbursement is necessary, a written request including a copy of a paid receipt will be submitted to the Treasurer or Assistant Treasurer.
- F. All invoices or fully completed reimbursement requests will be paid within 7 calendar days of acceptance or the commercial terms of the vendor. Treasurer will make every effort to comply with special requests.