



Fundraising Partnership Request Form

Instructions

Purpose:

This form is required to request Athletic Booster Club partnering in fundraising activities when needed. The Athletic Boosters may have flexibility for fundraising activities not permissible by the school district. Consult the Athletic Director to determine the need for partnering with the Athletic Booster Club with these activities.

Timing:

No organization will be permitted to provide funds to the Boosters on their behalf without obtaining prior approval first. This request form must be submitted to Boosters at least 30 days prior to the upcoming fundraiser event.

Co-Branding:

If you are partnering with the Boosters for your fundraiser, this fundraiser must be co-branded as an event by both the Athletic Boosters and the Athletic Team. This protects the team from the appearance of engaging in a non-permissible activity. The Athletic Boosters name must be present on all tickets, flyers, etc. communicating the event. Any checks for the event must be made payable to "Nordonia Athletic Boosters" and all cash received from the event must be provided to the Athletic Boosters.

Approval:

Request must be signed off on by the Athletic Director and approved by the Booster Fundraising Chair, Booster President, and Booster Treasurer. The fundraising activity must be permissible under the Ohio Revised Code. If it is determined that it is not a permissible activity, the request will be denied. The purpose of the fundraiser must also align with the purpose of the Athletic Boosters to obtain approval.

Non-Permissible Activities

Schemes of Chance, specifically football squares unless 100% of the proceeds are paid out to the participants. It is illegal for any organization including a non-profit to conduct a football squares pool and retain any portion of the proceeds.

Monies Collected:

For all monies collected at or prior to the co-branded approved fundraising event, a money collection form must be completed and signed by two individuals (see last page of packet). These funds must be given to a Booster Treasurer either the night of the event or shortly thereafter for Deposit. The Booster Treasurer will deposit the funds



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and issue a check equal to the total collected (less any fees or expenses incurred by the Boosters) to the Athletic Department within a reasonable time-frame after the event. All money collected from the fundraiser event must be given to the Athletic Boosters for deposit.

Funding Needs:

If any funds are needed for the event in advance, arrangements must be made with the Athletic Boosters at least a week prior to the need. However, all funds must first be advanced by the team.

Booster Member Requirement:

There must be an Athletic Booster member present at the event and identified as the Booster representative for the event for approval to be granted.

All monies earned by the Athletic Team deposited to the Boosters Bank Account will be paid 100% back out to the Athletic Team's account held at the school. Boosters will not require a fee for partnering with the Athletic Team for any fundraising event, however, the Boosters will be made whole by the team for any fees or charges incurred by the Boosters. In return, Boosters ask for continued support and partnership going forward by all Athletic Teams. This includes assisting with Booster memberships, concessions and other fundraising activities such as Mulch Madness etc.



Fundraising Partnership Request Form

1. Athletic Organization Name: _____

2. Requestor's Name: _____

3. Booster Member Representative for Event: _____

4. Request Date: _____

5. Event Date: _____

6. Fundraising Goal: _____

7. Description of All Fundraising Activities:

8. Purpose of Fundraiser:

9. Signatures:

a. Requestor Signature _____

b. Athletic Director Signature _____

10. Booster Approval:

Yes _____

No _____

Fundraiser Chair Signature _____

President Signature _____

Treasurer Signature _____



Fundraising Partnership Request Form

Event Cash Count Sheet

Event: _____

Date: _____

Checks:

Total Count: _____

Total Amount: _____

Currency:

Ones _____

Fives _____

Tens _____

Twenties _____

Fifties _____

Hundreds _____

Total Currency _____

Total Coins _____

Total Funds Received (Checks, Cash, Coin) _____

Counter # 1 _____

Printed Name

Signature

Counter #2 _____

Printed Name

Signature

Booster Verification:

Booster Treasurer Count Verification – Total Funds Collected: _____

Amount Deposited to Booster Account: _____

Check# (payable to Athletic Dept of behalf of team) _____

Check Amount _____

Issuance Date of Check: _____

Booster Treasurer Signature: _____