



Athletic Team and Extra-Curricular Club Fundraiser Procedures

Although the general guideline is that athletic teams and extra-curricular clubs should operate within their established budgets, it is acknowledged that there are instances when expenses exceed revenue or special needs arise that have not been anticipated and are not included in the budget. If a team or club determines that a fundraising effort may be necessary in order to meet budget or to fund a special need such as a specialized piece of equipment or an emergency purchase, the following steps should be taken.

- 1) Please review the Restrictions on How Fundraisers are Conducted and Restrictions on How Money from a Fundraiser May be Spent. Fundraisers that fail to follow the restrictions will not be approved.
- 2) Complete the Fundraiser Request form to submit your request to the Principal or Athletic Director. The extra-curricular club leader, proctor or representative should present the idea to the Principal. The athletic coach or team representative should present the idea to the Athletic Director.
- 3) After discussing this with the Principal or Athletic Director and there is agreement that the need exists and cannot be funded from the approved departmental budget, the Principal or Athletic Director will present the situation to the Director of Advancement for review and/or approval.

Depending on the need, additional approvals may be necessary. For example, activities conducted during school hours need to be reviewed and approved by the principal. Any equipment purchases may need to be reviewed and approved by maintenance.

As a non-profit institution, funds must be raised and spent in the same fiscal year. If any of the funds need to be carried over to the following year for a specific purpose, the finance director must also be informed and approve the fundraising request.

- 4) Please note that previously approved fundraising must go through this approval process annually.
- 5) Upon approval from the Director of Advancement, the fundraising effort may begin.

Restrictions on How Fundraisers are Conducted

Submit fundraisers for approval from the athletic director/principal, the advancement department, and the finance department (if necessary) for approval before proceeding. <https://ecathletics.org> More Forms

Do not approach corporate or business offices to request sponsorships, advertisements, financial or product donations **without prior approval from the advancement department.**

Please do not approach schools, parishes, businesses or other institutions to advertise a fundraiser.

Communications regarding the fundraiser should be handled primarily through the team or club's friends and family network. Requests to utilize ECHS communication channels should be submitted to Annie Cunningham at annie.cunningham@elyriacatholic.com.

Events may not be scheduled to conflict with any school wide event and should **NOT be scheduled during March and April.**

All funds must be processed through the Finance Office and a final revenue/expense report must be generated and provided to the Finance Office.

All fundraisers must be submitted for approval by October 1st of each academic year for that academic year.

Head coaches are responsible for communicating processes and rules to their assistant coaches and any parents involved in fundraising efforts and enforcing those same rules.

Restrictions on How Money from a Fundraiser May be Spent

As a non-profit institution, funds must be raised and spent in the same fiscal year.

Any uniform, equipment or other purchase must stay with the team/program. Funds cannot be used to purchase individual/personal items.

All funds must be used to meet original budget needs first.

Funds from a fundraiser must benefit the program as a whole or be made available to each and every participating member of a team/club for a particular purpose. Funds cannot be used to benefit only select team or club members.

Funds should not be used for individual camps or trips. (This is a Booster Function.)

Elyria Catholic High School
Athletic Team and Extra-Curricular Club Fundraiser Request

Team/Group Requesting
Fundraiser _____

Team Coach or Group Advisor _____

Funds Needed For _____

Complete Description of Fundraiser _____

Event Date(s) and Time (if applicable) _____

Anticipated Gross _____

Anticipated Expenses _____

Anticipated Net _____

Parent/Student Fundraiser Coordinator _____

Parent/Student Fundraiser Coordinator Email Address and Phone _____

Submitted by _____ Date _____

Principal or Athletic Director Approval _____ Date _____

Advancement Director Approval _____ Date _____

Funds must be spent in the same fiscal year they are accrued (July 1st through June 30). Fundraiser approval is also needed from the Finance Director for any exceptions.

Finance Director _____ Date _____