

Hillcrest High School ACTIVITIES AND FUNDRAISING PROCEDURES

ACTIVITY REQUESTS

Should be turned in 2 weeks prior to event

All on-campus events (banquets, fundraisers, parent meetings, tournaments) must be approved at a business meeting and entered on the master calendar

All off-campus events that involve students must be approved; the school needs to be aware of students leaving campus.

*Athletic competitions excluded

PUBLICIZING SCHOOL ACTIVITIES

This is the responsibility of the club/team and the advisor

Only use blue/green painters tape

All flyers/posters need to be removed after the event

Announcements – must be emailed before 9:30am.

Announcements must be brief limited to only 2-3 sentences

BOOSTER CLUBS

A booster club is a supplement for an ASB account

Fundraising must be done with a specific goal. Goals can consist of supplies, equipment, transportation, and coaches' fees. Do not raise money solely for the account.

Fundraising must take place off-campus and outside of the school day. Any fundraiser that takes place on campus must deposit funds into the ASB account (includes weekend events)

Booster clubs can not pay coaches directly. This is illegal. A club may donate money to the district to pay for coaches.

A BOOSTER CLUB MAY NOT COLLECT MONEY FROM STUDENTS OR PURCHASE UNIFORMS AND SPIRIT PACKS DIRECTLY.

FUNDRAISING

Fundraising requests must be turned in 2 weeks prior to the event. Please complete the potential revenue section of the fundraising request or it will be returned to be completed.

No student can be forced to participate in fundraising. They can not be denied items/privileges or be penalized in any way.

All deposits should be made as soon as possible. Money should not be taken home or left unattended. Funds can be deposited in multiple deposits, do not hold it until there is a sizable amount.

A deposit slip needs to be completed, and money verified with the ASB bookkeeper prior to deposit. After the fundraiser the actual revenue section will need to be completed.

PURCHASES

All purchases need to be approved and issued a PO number. PO requests should be turned in with an attached quote

All spirit packs/uniforms must be ordered through the ASB accounts. An itemized list of what students are receiving for their money should be provided.

After a purchase order is issued, the coach/advisor should contact the vendor with the PO number. When items are received sign and return the invoice to the Activities Office to complete payment and close out the PO.

*exception is Riddel. Activities office will contact Mike Payne with PO information

Reimbursements: all reimbursements must be pre-approved. Complete a PO request with a quote. Without pre-approval purchases will be considered a donation and not eligible for reimbursement.

AN ADVISOR MAY NOT COLLECT MONEY FROM STUDENTS OR PURCHASE UNIFORMS AND SPIRIT PACKS DIRECTLY

*Advisors may check out an ASB receipt book to collect spirit pack monies, and make a timely deposit into the ASB account.

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