



Southeast Raleigh Magnet High School

Bulldog Athletic Booster Club

Athletic Advancement Committee Guide to

Fund Raising Policies & Procedures

Athletic Advancement Committee

Guide to Fund Raising Policies & Procedures

It is important that all funds collected through fundraising efforts be disbursed only for the purposes in which they were collected. To ensure the appropriateness and taxability of all fund raiser, they must be approved in advance by the Athletic Advancement Chair and then forwarded to School Administration for review and approval.

Extreme care must be taken when developing fundraising activities as the BABC may be held liable for any activity which has been endorsed by the Board of Director. Fund raisers should not obligate the BABC or the school with out prior approval. All donations, grants and sponsorships should be processed by the Athletic Advancement Committee in conjunction with school administration. As cash is involved with fundraising, it is the responsibility of the Advancement Committee to ensure proper controls are in place.

Revenues from the Athletic Department Funds are separate from revenue generated by the Bulldog Athletic Booster Club. The Athletics Department only receives \$900.00 annually to support all athlete programs.

Athletic Department Funding	
Income Comes From...	Where Income is Spent...
Gate Ticket Sales	Security
Special Events	Game Officials
	Field and Facility Maintenance
	Athletic Training Equipment
	Transportation Expenses
	Awards
	Team Equipment
	Team Uniforms
	Tournament Fees
	Facility Rentals
	Emergency Workers
	Homecoming
	Pay - Announcers
	Pay - Gate Keeper
	Pay - Drivers

NOTE: The BABC will credit each team account with \$250.00 thirty (30) days prior the date of the scheduled first day of practice. Funding will occur provided; an active Team Parent Representative is on record; the Coach has signed the coach's acknowledgement form; and funds are available in the BABC general funding account. This will provide teams with immediate access to funds which may be needed to kick off their season and order supplies or equipment.

Booster Club Funding	
Income Comes From...	Where Income is Spent...
Sponsorships	AD Discretionary Fund
Spirit -Wear	Repairs & Maintenance
Special Events	Concessions
Season Passes	Senior Awards
Donations	Team Uniforms
Concession Sales	Team Equipment
Battle of the Bulldogs	Scholarships
	Tournament Fees
	Athletic Training Equipment

The General Fund:

The following are unrestricted sources of funding for the general funding of the Bulldog Athletic Booster Club; BABC Memberships, Sponsorships/Advertisements (Banners, Sports, Programs), Annual Fundraising Events, Spirit Wear and Specialty Items and Concessions Sales.

Team Accounts and Fundraising:

Individual accounts are created for each sport, providing them an opportunity to effectively raise funds to help offset expenses which may fall outside of those traditionally funded through the athletic budget. **A fundraiser approval application must be submitted in advance of scheduling any fundraiser.** Funds raised by a specific team will be credited to that teams account and must be used for the designated purpose of the fundraiser and for the designated team. Teams may raise money to fund and support the following;

- Team Equipment
- Team Uniforms
- Team T-shirts
- Tournament Fees
- Game Day Meals

Funds generated from an unapproved fundraising event will not be accepted by the BABC. **RAFFLES ARE PROHIBITED**

To confirm funds are available in your team account, you may email the treasurer. A “funding request” form must be submitted (5) business days in advance for processing. The Booster Club Treasurer will be responsible for processing and check issuance.

All funds in team accounts not allocated by July 31st will be transferred to the following Fiscal Year.

NOTE: Each BABC Member Team is allowed to develop two (2) fundraisers annually to assist in funding their team account. Teams may use the 501 (c) (3) designation of the BABC to solicit tax-

deductible donations throughout the fiscal year. All funds must be submitted by the Team Parent Representative or other designated party (coaches may not handle or turn in money to the BABC).

Profit Sharing:

Revenue from each of the following accounts will be shared between the General Fund and the Individual Team Account. The Booster Club Treasurer will be responsible for tracking all Profit Sharing amounts.

Profit Sharing		
Sponsorship	Advertising	Concessions
50% to Team Account	50% to Team Account	25% to Team Account
50% to General Booster	50% to General Booster	75% to General BABC

CONCESSIONS

To qualify to work concessions a member of your volunteer crew must be a member of the BABC.

Profit Sharing			
Sport	Volunteers Required	% Profit Share to Team	Maximum Profit
Football	5 per window	25%	\$ 250.00
Winter Sports	5	25%	N/A
Spring Sports	5	25%	N/A

Teams will be permitted a maximum of one football games per season unless a game cannot be staffed by another team at which time and alternate team may sign up with-in 14/days of the scheduled date of the game.

Pricing signage for concessions is provided by the Concessions Chair and should be visible at all games.

Cash Boxes for games must be requested via email at least seven days in advance of the scheduled game. The request should include the name of individual responsible for signing for the box (i.e. a booster club member). Emails may include multiple games.

At the conclusion of each event (2) additional volunteers will need to count the money in the cash box, complete the tally sheet, sign and date. An image should be taken of the tally sheet and emailed to the treasurer. The team name should be recorded as well to ensure allocations are credited to the appropriate team account.

NOTE: The BABC will provide a written Concession Stand Management Guide to each team upon receipt of the acknowledgement form from the Team Parent Representative of Guidelines and Expectations.

Donations:

GENERAL DONATIONS

We encourage athletes and coaches teams to solicit donations on behalf of their team. These donations will assist in offsetting the cost of transportation, equipment, uniforms, meals, etc. The following are policies for the BABC General Donation Program

- Participation is voluntary and any student athlete who is unable to contribute to participate should not be penalized in any way, including restriction from play.
- Participation does not guarantee a given amount of playing time per game or playing time during a respective season.
- Donations are nonrefundable
- There is a downloadable donation form accessible via the coaches portal

ATHLETE FAIR SHARE DONATIONS

We encourage each athlete to donate \$50.00 to assist in offsetting the cost of transportation, equipment, uniforms, meals, etc. The following are policies for the BABC Fair Share Donation Program

- Participation is voluntary and any student athlete who is unable to contribute to “Fair Share” should not be penalized in any way, including restriction from play.
- Participation does not guarantee a given amount of playing time per game or playing time during a respective season.
- There are no Refunds provided to students to who do not complete a season or become ineligible for participation.
- Refunds requested prior to the start of the start of the season accompanied by a medical notice may be refunded however no refunds will be issued after the first day of the season.

Funds receipted through the “Fair Share” donation program are credited at 100% to the Team Account and 0% to the BABC General Fund.

Funds receipted through the “Fair Share” donation program may only be used for one of the following general purposes;

- Team Equipment
- Team Uniforms
- Team T-shirts
- Tournament Fees
- Game Day Meals

Overview:

ADVERTISING AND SPONSORSHIPS

Sponsorships/Ads: Sponsorship packages as available at Platinum (\$1000.00) Gold (\$850.00) and Silver (\$500.00) level. Income received from sponsorships may be considered unrelated business income by the IRS. (May not be deductible)

BABC General Fund	50% if solicited by a team member/ 100% if general solicitation
Team Account	50% if solicited by a team member/ 0% if general solicitation

CONCESSIONS

Concessions: Profit Sharing available to team registered to work concessions base on sales receipts. First right to reserve always remains the discretion of the Booster Club after which the sport in question may reserve (2) dates.

BABC General Fund	75%
Team Account	25% (Not to exceed \$250.00 <per window in football>)

DONATIONS - GENERAL

Donations: Cash or property which is made to a “qualified organization and not set aside for use by a specific person”. Contributions must be made before the close of the tax year to be deductible. The team name must be designated.

BABC General Fund	0% unless undesignated
Team Account	100% based on designation made to the team account

DONATIONS – FAIR SHARE

Fair Share: Fair Share is a voluntary program where is it is encouraged that each student athlete participate by donating a “Fair Share” to the Bulldog Athletic Booster Club (\$50.00) advancements goals. Participation is voluntary and any student athlete who is unable to contribute to “Fair Share” should not be penalized in any way, including restriction from play. Donations may not be made for a specific athlete.

BABC General Fund	0%
Team Account	100%



BULLDOG ATHLETIC BOOSTER

Coaches Checklist

1) The Give Back!

- Provide parent email distribution list to the booster club secretary with-in 48hrs of confirming your roster.
- Recruit (5) individuals, families, community residents to join the booster
- Recruit a Parent Representative for your team
- Advocate and solicit donors for your team
- Advocate and solicit sponsors for General Athletics
- Volunteer your time and resources

2) Communicate Openly

- Communicate your needs to the Booster Club
- Be proactive with communication
- Make request which are timely and thought out relative to “reasonable request”.
- Provide your annual budget no later than May 31st annually to the BABC Advancement Committee.

“Focus on the Students”

- Success will follow if we remain focused



BULLDOG ATHLETIC BOOSTER

Coaches Acknowledgement

Athletic Advancement Committee

Guide to Fund Raising Policies & Procedures

I, _____ hereby acknowledge receipt of the Bulldog Athletic Booster Club Athletic Advancement Committee Guide to Fund Raising Policies & Procedures and understand the requirements and expectations it outlines in conjunction with Fund Raising Policies and Procedures.

Coaches Name: _____

Date: ____ / ____ / ____

Team: _____

- Male
- Female

Optional Information

Parent Representative Referral:

- 1) _____ Email _____
- 2) _____ Email _____
- 3) _____ Email _____
- 4) _____ Email _____