

# Arabia Mountain Football Booster Club

## Policies and Procedures Handbook



# Table of Contents

CONTENT	PAGE
I. Introduction	3
II. By Laws	4
III. Officers and Duties	5
a. President	
b. Vice President	
c. Secretary	
d. Treasurer	
e. Parliamentarian	
f. Committee Chairperson	
IV. Communications	9
V. Scheduling an event or Room	10
VI. Collecting and depositing funds	11
VII. Volunteers	12
VIII. Forms	Appendix

## Introduction

Arabia Mountain Football Booster Club, also known as the Rams Touchdown Club, was founded in 2009 at the inauguration of the Arabia Mountain High School. The purpose of the club is to encourage and support the football program at Arabia Mountain High School in all areas.

The mission of the Rams Touchdown Club is to support the objectives of the coaches and the academic and athletic needs of the players through financial support, volunteer efforts and community involvement that will promote the overall excellence and success of the football program.

The club or members acting in their official capacities shall not (directly or indirectly) participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its funds/activities to attempting to influence legislation by propaganda or otherwise.

**Website:** [www.amhsfootball.com](http://www.amhsfootball.com)

**Email:** [ramstouchdownclub@gmail.com](mailto:ramstouchdownclub@gmail.com)

**Mailing Address:** Arabia Mountain High School Football Booster Club

P.O Box 1107 Lithonia, Georgia 30058

**Voicemail:** 678.875.3652

## BYLAWS

The official AMHS Football Booster Club Bylaws are to be kept on file by each of the officers of the club. Any changes to the club's bylaws will be presented to the executive board, then to the parent body for review for at least 7 days prior to voting.

The AMHS Football Booster Club Constitution and Bylaws will be the governing document by which the club operates. Bylaws are the fundamental governing rules of a booster club. The bylaws of a booster club contain basic rules relating to the association as an organization in order to conduct the unit's business and govern its affairs. These bylaws define the primary characteristics of the organization, prescribe how the association functions, and include all rules that the association considers important to the rights and responsibilities of the membership, whether present or absent from the assembly. The provisions contained in the bylaws determine the amount of control the members and assembly are to retain and the powers and limitations of powers to be allowed officers, boards and committees. The bylaws of an organization are always superior to and supersede the procedures and parliamentary authority of the entity. One always looks first in bylaws for a ruling on any question, then to procedures, and finally in *Robert's Rules of Order Newly Revised*.

The Bylaws Chair should:

- Be informed regarding the county bylaws. The current bylaws will be compared to the DeKalb County Booster Club and Parent Volunteer Organizations Informational Packet to ensure all guidelines are followed.
- Distribute copies of the bylaws to all board members and other members upon request.
- File one copy of the bylaws with the President, one with the principal, and the approved copy in the secretary's permanent minute book for safekeeping and quick reference.
- Review the bylaws every year and include any automatic changes that may have occurred in county bylaws.
- Amendments to local unit bylaws require: (1) 15 days notice to the membership of the specified change, and (2) approval by a 2/3 vote of the members at a general meeting, provided a quorum is present.
- Study and discuss bylaws at board meetings or in study groups. Familiarize members with their specific duties as outlined in the bylaws.
- A copy of the bylaws should be a part of the procedure book for each officer and committee chairperson.
- Any violation of the bylaws should be brought to the attention of the board of directors immediately.

## OFFICERS AND DUTIES

The officers of the Rams Touchdown Club, unless otherwise stated in the bylaws, will be the President, Vice President, Secretary, and Treasurer. A Parliamentarian may be appointed by the President at his/her discretion.

### **President:**

The official duties of the president are outlined in the bylaws. The president shall be the main spokesperson for the club. He/She must sign any contracts on behalf of the club. He/She may also call a meeting of the board or general parent membership with proper notice. The president has one vote on any matters that require board or membership approval. The president shall serve as the second signature on all checks.

The president should maintain a binder that contains the following items:

- Agenda and Minutes for each executive board meeting
- Agenda and Minutes for each general parent meeting
- Copies of all signed contracts/agreements on behalf of the club
- Bylaws
- Roster of all players and their respective teams
- Notes and other pertinent documents

### **Vice President:**

The official duties of the vice president are outlined in the bylaws. The vice president shall also serve as the liaison between the Head Coach and parents for questions that may not pertain directly to booster club business.

### **Secretary:**

Although it is the responsibility of the secretary to record, prepare and preserve the minutes of the association, it is every member's responsibility to read the minutes and refer to them as the record of the unit. The minutes should be generally outlined as follows:

- Name of association
- Date, place, and hour of meeting
- Kind of meeting (regular, special or executive)
- Name of the presiding officer
- Statement concerning the minutes of the previous meeting and their disposition.
- Report of treasurer
- Reading of communications
- Reports of executive committee, standing committees, and special committees.
- NOTE: All motions (except those withdrawn), points of order and appeals, whether sustained or lost, and the name of each member who introduced a main motion, but not the name of the seconder, are to be recorded.
- Program with brief notes
- Hour of adjournment
- Secretary's signature

- Indication that the minutes are “approved as read” or “approved as corrected” and the date of that action.

When taking minutes, the Secretary should be accurate, enter minutes in an official bound book with numbered pages (for permanent record), make them as brief as possible and mainly record what is done by the group, not verbatim what is said. The Secretary should not add personal comments in the minutes. Minutes for each meeting should be available to the president within 48 hours after the meeting. Meeting minutes from the executive board meetings do not need to be read at the meeting for the general membership.

The Secretary shall also be the main point of contact between the club and the school secretary. When a meeting place is requested, the appropriate Meeting Request Form must be submitted to the Secretary. The Secretary will complete the form, obtain the appropriate signatures, and submit to the front office for approval. Once approval is granted, the Secretary will notify the necessary parties.

- The secretary should maintain a binder that contains the following items:
  - Agenda and Minutes for each executive board meeting
  - Agenda and Minutes for each general parent meeting
  - Copies of all signed contracts/agreements on behalf of the club
  - Bylaws
  - Copies of all Plans of Work and Forms submitted to school office for approval (i.e. meeting requests, event requests, etc.)

### **Treasurer:**

The official duties of the Treasurer are outlined in the bylaws. The Treasurer is ultimately responsible for all financial business of the club. The Treasurer is also the Budget Committee Chairperson. All requests for payment must be submitted using the approved Payments Request form with the proper invoice or receipt attached. The form must be approved by the president and committee chairperson. The treasurer must be the first signer of all checks and shall ensure the checks are signed by a second party (President or vice president) before disbursement. A monthly reconciliation and financial report must be submitted to the executive board for the previous month’s activities.

The Treasurer must obtain and maintain a full audit of the financial records of the club. A copy of this audit must be sent to the school principal.

The Treasurer shall also be responsible for maintaining accurate tax filing records on behalf of the club. Please note:

1. **If the club will gross less than \$25,000 dollars for the fiscal year, the treasurer should file the 990-N postcard.** For those units filing a 990N, the state Department of Revenue requests you file a copy of the receipt received from the IRS for the e-Postcard along with a brief statement as to why there is no paper return.
2. If the club's gross receipts for the fiscal year are more than \$25,000 but less than \$500,000 you must file Form 990 EZ and Schedule A. You must send a copy to BOTH the IRS and the state of Georgia.
  - Federal copy mailing address: Internal Revenue Service Center, Ogden, UT 84201-0027
  - State copy mailing address:

Georgia Department of Revenue  
P.O. Box 740395  
Atlanta GA 30374-0395

4. You may file a 990-EZ if the following requirements are met:

<u>Tax Year</u>	<u>Gross Receipts</u>	<u>Total Assets</u>
2009	Less than \$500,000	Less than \$1,250,000
2010 and beyond	Less than \$200,000	Less than \$500,000

Note: Funds carried from one year to the next shall be categorized as Operational Expenses in the new year unless specifically designated by the donor the previous year. (For example: Georgia Power may donate funds for field equipment in 2009; if all funds are not used, the remaining funds may be carried over for field equipment in 2010). General fundraising proceeds generated by parents/players can be used to cover the required player fees for the current year only; any excess proceeds will be used for the general benefit of the football program.

The Treasurer should maintain a binder with the following information:

- Copy of all Funds Received Forms , itemizing funds collected at various events
- Copy of all Payment Request Forms with supporting invoices, bills and/or receipts
- Copy of Past year's audit
- Copy of 501c3 Non-Profit status document
- Copy of past 5 years' tax filings and supporting documentation
- Copy of Secretary of State's corporation certificate/documentation
- Roster of all players and fees collected
- Checkbook/Deposit Slips/
- Approved Budget
- Bank statements

#### **Parliamentarian:**

The Parliamentarian is appointed by the booster president. The Parliamentarian is responsible for ensuring all procedures and policies are followed during meetings and other activities of the booster club. The Parliamentarian will consult the Robert's Rules of Order as well as the booster club constitution and bylaws for guidance. The Parliamentarian does not have a vote in booster club business. The Parliamentarian will also serve as the chairperson for the bylaws committee.

#### **Committee Chairpersons:**

Committee Chairpersons are selected by the members of the executive board. Chairpersons are asked to refer to the appropriate sections of the *bylaws*, procedure book and plan of work for useful tools to guide all committee work.

- Remember that the president is a member of your committee and should be advised of and asked to attend meetings.
- Remember only the president has the authority to sign contracts on behalf of the association.
- Work closely with other chairpersons and other committees and, where possible, combine your efforts so that duplication will be avoided and programs and projects will be strengthened by new ideas and manpower.
- Research, initiate, plan, and carry out your committee work for the year.
- Call the president when you have a report for the Executive Committee and make sure you are placed on the agenda for appropriate meetings.
- Emphasize at all times the importance and obligation of attendance of your committee members at special, general and committee meetings.
- Secure board approval before undertaking any substantial work.
- Remember the Purposes and basic policies that guide booster activities.
- Spend money only with prior approval and within an approved budget; complete the appropriate form for payment request.
- Your attendance at any meetings pertinent to your chairpersonship and sphere of interest is expected. Always send a substitute when you are unable to attend.
- When you have completed your chairpersonship term, pass the procedure book to your successor, along with any suggestions you may have that will be of help in carrying out the duties of the next chairpersonship.

Booster plans of work are one or two page summaries of goals, plans and resources needed by a committee, prepared annually by each committee chair, usually in the spring before school closes for the summer. The president, principal and coach, with some or all of the officers, reviews and approves the proposed plans of each committee. We suggest that a member of the budget committee be part of that review. Once approved, the budget committee works to insure that adequate financial resources are available (in the approved budget) to support the committee's work during the year. A plan of work typically addresses the following topics or areas:

- Goals or purpose of committee or program
- Steps to accomplish goals (include timeline and significant dates)
- Details each committee member's responsibilities (with time estimates)
- Estimated revenue to be generated and estimated costs or expenses

## Communications

All Communications on behalf of the booster club must be submitted to and distributed through the Communications Chairperson and/or the Booster club Secretary. See Communications Update Request Form at the back of this manual.

- **Letters/Memos:** Must be on approved letterhead or designated paper stock; must be signed by an officer.
- **Emails to General Membership:** Must only come from an officer and must be approved by the President.
- **Emails to School Administration:** Must only come from a booster officer, primarily the booster secretary.
- **Calling Post:** Must only come from booster secretary or communications chairperson.
- **Website:** Must be completed and submitted to Secretary or Communications Chairperson and approved by President at least 1 week prior to update.
- **Signage:** Must be approved by booster president and/or school administration (principal/ athletic director)
- **Communications through school resources:**
  - Morning announcements: Announcement must be submitted to Booster Club Secretary and approved by President at least 72 hours prior to announcement. Secretary will submit to school administration one day prior to announcement.
  - County Outgoing Voicemail: Announcement must be submitted to Booster Club Secretary and approved by President each Monday for the following Saturday's call. Secretary will submit to school administration by Wednesday.
  - Signage on School Property: Signs must be neat and legible. Secretary will contact school administration for guidelines on location and size of signs.
  - School Scrolling Marquis: Announcements to be added to the marquis must be submitted to the booster secretary and approved by the president. The booster secretary will submit the request to the school administration and notify the requestor once posted.

## Scheduling Room or Event

Please be mindful that all Booster Club related events must be approved by the Executive Board prior to the event. Committee Chairpersons must complete, sign and submit the appropriate Plan of Work by the communicated deadline. The plan will be presented before the board for discussion and approval or dismissal. Once the event is approved, the chairperson must submit the Fundraising/Event Approval form with the appropriate approvals to the booster secretary, who will submit it to the school administration.

**DO NOT COMMUNICATE OR SCHEDULE AN EVENT WITHOUT THE WRITTEN APPROVAL OF THE EXECUTIVE BOARD AND THE SCHOOL ADMINISTRATION.**

Meeting places are very limited on school property. It is imperative that a meeting location is approved prior to the meeting to avoid double-booking and "lost" volunteers. Please complete the Meeting Request Form and submit it to the booster secretary or president at least 1 week prior to the meeting date. The secretary will submit it to the school administration for approval. Once approved, the secretary will communicate with the requestor so he/she can announce the meeting.

## Collecting and Depositing Funds/ Requesting Funds

The Booster Club Treasurer is accountable for all funds flowing in and out of the booster club account.

All requests for funds must be submitted on the Payment Request Form with the appropriate receipt, bill or invoice attached. The Payment Request Form must be signed by the committee chairperson and the booster president. **DO NOT SPEND MONEY ON BOOSTER CLUB EVENTS OR ITEMS WITHOUT PRIOR APPROVAL; YOU COULD POSSIBLY NOT BE REIMBURSED.**

When working in the capacity to collect funds (i.e. concessions, spirit wear sales, etc.), please ensure you have enough initial cash for change on hand. This should be given to you by the Treasurer along with the cash box and key, if available. Any initial cash given should be listed by denomination on the Beginning Cash side of the Funds Received form and signed by you and the treasurer. At the close of the event, two volunteers must count the cash in the cash box. The funds should be listed by denomination on the Ending Cash side of the Funds Received form. Both volunteers must sign the form. The cash box and funds must be given to the Treasurer within 24 hours to be deposited into the bank account.

The Treasurer will complete a final count of the funds received and sign the form prior to depositing at the bank. The form will be used to perform the monthly reconciliation to be presented to the board.

## Volunteering

Volunteers and their services are an integral part of the community support services available to the local school. Parents, relatives and community volunteers that work with the school program can serve in a variety of ways and will work under the direct supervision of a committee chairperson, booster officer or school faculty or administrator. Parents of Arabia Mountain High School students are required to volunteer at least 10 hours per school year. Parents can receive one volunteer hour for each Booster Club Parent meeting attended. Parents must sign in and out to receive credit for volunteering through the booster club. A copy of the sign in sheet will be maintained by the booster chairperson and the booster secretary. The original sign-in sheet will be turned in to the school office.

- Parents should be sure to clock in at the parent center whenever coming to the school during school hours to perform volunteer assignments. You must obtain and wear your visitor badge throughout the duration of your visit.
- Volunteers are not allowed to visit classrooms during their assignments.
- Volunteers are not allowed to physically “handle” students on campus. Any student posing a problem should be reported to the office administrator immediately. If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and privately to the principal.
- Volunteers must refrain from using profanity.
- If you are present during a drill, follow the lead of the nearest faculty or staff member.
- If you are sick, please decline the offer to volunteer and select another project or opportunity.
- It is not appropriate for members of faith communities to use their involvement in public schools as an occasion to endorse religious activity or doctrine or to encourage participation in a religious activity.
- Volunteers must respect the rules established by the school.
- Volunteers should dress appropriately. We are setting an example for the students.
- When volunteering off campus or after hours, parents must sign the designated volunteer log and have it approved by the committee chairperson, booster officer, or Coach.
- As you work with staff and students, remember that the problems, abilities, relationships and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school

- Any volunteering efforts requiring the collection of funds should involve the committee chairperson and/or treasurer. All collected monies must be receipted and handed over to the treasurer the same day. Please be sure to count funds collected and complete/sign the Funds Received form. This form requires two signatures.
- When responsible for selling spirit wear, tickets or any other products, be sure to inventory the items before and after the sale. Submit this inventory to the committee chairperson as well as a count of the items sold.

## FORMS

Complete cash count BEFORE you begin.



AMHS Football Booster Club  
Beginning Cash Box

Date: \_\_\_\_\_

Function: \_\_\_\_\_

Coin: \_\_\_\_\_

\_\_\_\_\_ x \$0.01 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.05 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.10 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.25 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.50 = \$ \_\_\_\_\_

Total Coin: \$ \_\_\_\_\_

\_\_\_\_\_ x \$1 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$5 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$10 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$20 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$50 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

Total Currency: \$ \_\_\_\_\_

Checks \_\_\_\_\_  
\_\_\_\_\_

Total Cash & checks \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Signature

Verified By: \_\_\_\_\_

Signature

Complete AFTER event has ended.



AMHS Football Booster Club  
Concessions Proceeds

Date: \_\_\_\_\_

Function: \_\_\_\_\_

Coin: \_\_\_\_\_

\_\_\_\_\_ x \$0.01 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.05 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.10 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.25 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$0.50 = \$ \_\_\_\_\_

Total Coin: \$ \_\_\_\_\_

\_\_\_\_\_ x \$1 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$5 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$10 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$20 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$50 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

Total Currency: \$ \_\_\_\_\_

Checks \_\_\_\_\_  
\_\_\_\_\_

Total Cash & checks \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Signature

Verified By: \_\_\_\_\_

Signature

Beginning Product Inventory (# of units):	_____
Minus Ending Product Inventory (# of units):	_____
Net Product Sales (# of units):	_____
Unit price	X _____
Total Revenue	_____
Total Receipts	_____
Variance (Revenue minus Receipts)	_____
Reason for Variance	_____
	_____

ARABIA MOUNTAIN HIGH  
INSTRUCTIONS  
MEETING SPACE REQUEST FORM

**Please Note:** Forms must be filled out completely to ensure that your meeting/event will be set up properly. Please also remember that we must have your forms turned in at least **10 days** prior to the event.

1. Name of Contact/Coordinator
2. Date of Meeting/Event (expected setup time includes the Actual Start/End Time of Actual Meeting/Event).
3. Please contact **Matt Osborn** for use of **Media Center** at (678) 678- 3602.
4. Please Note: Should you need anything from the **Cafeteria** you must contact **Mr. Hesse** at (678) 875-3636 to make arrangements.
5. List the need for **Security and custodial personnel** in the *miscellaneous section*.
6. Please list each room to be used during your meetings/events.
7. Equipment Requests (please be specific when ordering equipment such as *tables, chairs, podiums, screens, stage risers, P.A. Systems*) including how many microphones needed.
8. Provide a drawing and special set up instructions on the provided page. Please feel free to provide any additional information on a separate page.

Should you have any questions – call (678) 875-3602

# ARABIA MOUNTAIN HIGH

## Meeting/Event Space Request

ORGANIZATION: \_\_\_\_\_ COORDINATOR: \_\_\_\_\_

PHONE # \_\_\_\_\_ MEETING/EVENT Date: \_\_\_\_\_ TIME : \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
(Start time: AM/PM) (End AM/PM)

EARLY SETUP TIME:  
\_\_\_\_\_  
*(Provide time and date if early setup required)*

(Please provide accumulative dates on a separate sheet and attach to this form to include start and end times if different):

\*\*\*\*\*  
\*\*\*\*\*

Refreshments:

\_\_\_\_\_ Coffee/Punch  
Service: \_\_\_\_\_

\_\_\_\_\_ Food/Table

\_\_\_\_\_ Other \_\_\_\_\_

(If Cafeteria provides, make arrangements with Mr. Hesse)

Site

Preparation: \_\_\_\_\_ Site \_\_\_\_\_  
\_\_\_\_\_

_____ Media Center	TIME OPEN: _____ AM/PM	TIME CLOSED: _____ AM/PM
_____ Classroom(s) _____	TIME OPEN: _____ AM/PM	TIME CLOSED: _____ AM/PM
_____ Event Center/Gyms/Lobby _____	TIME OPEN: _____ AM/PM	TIME CLOSED: _____ AM/PM

____ Theater	TIME OPEN: _____ AM/PM	TIME CLOSED: _____ AM/PM
____ Restrooms	TIME OPEN: _____ AM/PM	TIME CLOSED: _____ AM/PM
____ Concessions Stand	TIME OPEN: _____ AM/PM	TIME CLOSED: _____ AM/PM
____ Heating/Cooling	TIME ON: _____ AM/PM	TIME OFF: _____ AM/PM
____ Field/ Lights	TIME ON: _____ AM/PM	TIME OFF: _____ AM/PM
____ Golf Cart(s)	DELIVERY TIME: _____ AM/PM	RETURN TIME: _____ AM/PM
	Golf Cart/Delivery Site: _____	Return Site: _____

**Equipment Request and Theater Tech Request** (Please indicate number needed for each item requested):

**AUDITORIUM**

____ Tables	____ Carpet/Turf/Vinyl Flooring	____ Extension Cord(s)	____ Stage Lights
____ Chairs	____ Flags	____ Power Point (computer)	____ Stage Sound
____ Stage/Risers	____ Banner	____ Large or Small Screen	____ Video Camera
____ Podium	____ TV/VCR/DVD		
____ P/A System (# Mics ____)	____ Projector ( LCD/Overhead)		

(Questions call Mr. Moreland @  
Ext #678-875-3609)

\*\*\*\*\*  
\*\*\*\*\*

**APPROVAL**

Date Reviewed: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_

Approval Status:

Approved as is

Approved with noted changes:

Returned without approval; Reason:

Copies to:   Plant Engineer ( )   Media Center ( )   CTSS ( )   Cafeteria ( )   Principal ( )   Technology ( )

Special Set Up Instructions

**DRAWING OF SET-UP:**

**MISCELLANEOUS NOTES:**

--	--

--	--

--	--

## Communications Update Form

**Select Forum for Communications:** (Select all that apply)

Booster Club:

Website     Signage     Email to Parent Body     Calling Post

School Admin:

Website     Marquis     Email to Parent Body     DeKalb Calling Post     Signage

**Message to be delivered:**

---

---

---

---

---

**If you are requesting a sign to be placed on school property, please attach a picture or copy of the sign to be reviewed.**

Date the Message is to go out: \_\_\_\_\_

Date the Message is to be removed: \_\_\_\_\_ (Use for website and signage)

**Approvals:**

Booster President: \_\_\_\_\_ Date \_\_\_\_\_

Communications Chair: \_\_\_\_\_ Date \_\_\_\_\_

School Administrator/Secretary: \_\_\_\_\_ Date \_\_\_\_\_

## Committee Plan of Work Form

Proposed Date of Event: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

---

---

---

---

---

---

---

---

Location of Event: \_\_\_\_\_

Number of Volunteers Needed: \_\_\_\_\_

Supplies Needed: \_\_\_\_\_

---

Projected Cost: \$ \_\_\_\_\_ . \_\_\_\_\_

Who will fund this event? Booster club \_\_\_\_\_ Outside Donor \_\_\_\_\_ "Self Funded" \_\_\_\_\_

Is this a program or fundraiser? \_\_\_\_\_

If fundraiser, indicate projected proceeds/profit: \$ \_\_\_\_\_ . \_\_\_\_\_

Other Comments: \_\_\_\_\_

---

Date approved by Bd: \_\_\_\_\_