



# STADIUM BOOSTERS HIGH SCHOOL

## Stadium High School Boosters Club Fundraising Guidelines

1. Mini-boosters cannot purchase items that are supplied by Tacoma Public Schools.
2. Mini-boosters can purchase snacks, disposable items, senior night items, commemorative items, etc.
3. Any advertising must make clear that funds raised are for the mini-boosters, not the team/club or school directly, and must state (1) what the funds are to be used for and (2) that it is a mini-boosters fundraiser.
4. Students may assist with fundraisers, but the fundraiser must be organized by the mini-boosters.
5. Mini-boosters will present a fundraising plan to the Stadium Boosters Club Board for approval, prior to conducting fundraisers. The Board will review the plan for conflicts with previously approved fundraisers. The Boosters Board will provide a template for fundraising plans. Plans are to be submitted to the Board's Mini-Boosters Liaison via e-mail. The Board will review the submitted plans at their next scheduled meeting. The Board recognizes that plans change and fundraising opportunities might be presented with short notice. If there is an activity with short notice, submission to the Board is still required. The Board will do its best to act within the timeline as long as it is communicated.
6. Receipts must be provided to the mini-boosters Treasurer for all purchases bought with mini-boosters funds within 30 days of the purchase. This includes purchases made with debit or credit cards or reimbursements. The mini-boosters Treasurer will upload copies of all receipts to the designated folder on the Boosters Google Drive, in case they are needed for audit purposes.