

Aerial Booster Club - Fundraising

Summary from the by-laws:

SECTION 1 – GENERAL INFORMATION

1. Fundraising is a way to defer cost associated with competition and membership dues.
2. Booster Club membership is required to participate in a fundraiser for competitive gymnastics.
3. Individual Fundraising is strictly voluntary. You may choose to participate or not, but only those participating will receive a portion of the profits.
4. ABC will occasionally hold “Group Fundraisers” for a particular cause such as, but not limited to, the Booster Club General Fund, post Season Fund or Adversity Fund. All gymnasts are expected to help with these events and 25% of the total proceeds will be contributed to the Booster Club Fund designated by the Board. The remaining 75% will be shared on a pro-rated basis by the participants.
5. ABC will occasionally hold “Team Fundraisers” for a particular cause such as, but not limited to, the Booster Club General Fund, Post Season Fund or Adversity Fund. All gymnasts are expected to help with these events as part of their team commitment.
6. Fundraising accounts will be set up for every family to help pay for Booster Club dues and any gymnastics related expense.
7. Hosting meets can be a great way for the Club to raise money, but it does require the cooperation of all of the membership. Each family is required to work the meet. After meet expenses, an hourly credit rate will be shared by those participating in the meet. The amount will vary with the size of the meet. Member of the club who earn credits must have a daughter that is an active team member.
8. Individuals with fundraising ideas should present them at a monthly Booster Club meeting. If approved that individual or a volunteer if that individual declines, will become the Chairperson for that particular fundraiser.

PROTOCOL and POLICY above and beyond by-laws:

When fundraisers are approved they must have the following information to proceed:

1. Fundraising VP's first focus is on the team fundraisers needed to support the club.
2. Fundraiser Chairperson - these will not default to the Fundraising VP.

Team Fundraising:

1. Gymnasts that do not participate must have an adult participate for them. If no adult or gymnast participates there will be a participation penalty fee of \$50 transferred from your individual fund to the ABC general fund.

Fundraiser Chairperson - responsible for the following activates:

1. Fundraiser planning:
 - a. Present details (sales, profit margin, logistics, and risks) to the ABC Fundraising VP for consideration.

- b. Setup a meeting and discuss options and timing for the fundraiser with the ABC Fundraising VP.
 - c. Chairperson and Fundraising VP to Co-present fundraising option at a Booster Club meeting. If fundraiser is approved proceed to fundraiser activities and financials.
2. Fundraiser activities:
- a. Lock in fundraiser team-member needs for full fundraiser activities.
 - b. Lock in gymnast time for fundraising and logistics of fundraiser with the vendor or fundraiser organization.
 - c. Distribute details of the fundraiser to all team gymnasts. Make sure all documentation includes:
 - i. Gymnast time of sales or signup sheet for hours required
 - ii. One check written to ABC for event if applicable.
 - iii. Contact name, phone and email information for questions.
 - iv. Potential profit, logistics and risks.
 - d. Complete fundraiser and actively manage all communication with the families.
 - e. Collect orders and checks from the ABC deposit box or the treasurer if applicable.
 - f. Complete distribution of fundraiser –or – manage day of event.
 - g. Obtain approval or confirmation from families that good were received correctly.
3. Fundraiser financials:
- a. Clearly document all sales with receipt details on a spreadsheet or hand-written document. Note gymnast, check numbers, dollar amounts, and quantities for each individual seller. See Fundraising VP for samples.
 - b. Submit all details with one deposit to the ABS Treasurer for deposit. If additional deposits are required may sure the documentation is there to support the full deposit and the definition between different deposits.
 - c. Submit a copy all details to the ABC Fundraising VP.
 - d. Chairperson must **allow 14 days** between deposit of individual checks and distribution to vendor.
 - e. Chairperson must work directly with Fundraising VP on any documentation discrepancies.
 - f. Clearly document all profit distribution to individual accounts and distribute to the Fundraiser VP and Treasurer for approval. Make sure to clearly document sales, profit distribution and cost to vendors.
 - g. Financial accountability must be audited and approved by the Treasurer and VP before to any checks can be written to the vendors.
4. Complete summary of the fundraiser at a monthly Booster Club meeting.