



Stevenson High School

Sport Fundraising/Charity Event and Athletic Budget

Quick Reference Guide for Coaches/Parents

INDIVIDUAL SPORT FUNDRAISING/CHARITY EVENTS:

- Sport fundraising/raising funds for a charity must be organized and communicated to athletes and parents by the varsity head coach. A parent representative cannot head up the fundraiser/charity event. The parent representative can assist with the event; however, the varsity head coach (employee of the school district) is responsible for handling the funds at the conclusion of the event.
- Sport Fundraising Application **must be completed** by varsity head coach, and approved by the building principal and athletic director, **seven days prior to the event start date**.
- Varsity head coach is responsible for documenting generated funds and expenses of the event.
- Funds are turned into the athletic office by the varsity head coach only and the athletic office will deposit funds into the individual sport account which is overseen by the varsity head coach. **Funds should be turned in immediately at the conclusion of the event.**
- All deposits and check requests out of the individual sport account are approved by the head coach and the athletic director.
- Individual sport account funds are spent based on the varsity head coach's request.
- The varsity head coach shares accounting with parents (total expenses and profit).
- **Fundraising events per Board of Education policy CANNOT be MANDATORY.**
- A team/coach is NOT required to fundraise. The varsity head coach can request funding from the SHS Booster Club for equipment needs. The application is completed by the head coach and submitted to the athletic director to be presented at the Booster Club meeting.
- **Parents cannot be reimbursed out of the sport account**, only the varsity head coach can be reimbursed following LPS accounting guidelines.
- **Donations must be approved per LPS guidelines in order for funds to be deposited in the sport fundraising account.**

ATHLETIC ACCOUNT

- Coaches collect Pay to Participate funds and turn into the athletic office. The athletic office records collected funds, and turns in all funds to the Central Office general fund.
- The Central office general fund account pays contracted coaching salaries based on the LEA schedule B contract. Volunteer coaches cannot be paid.
- The Central office general fund pays for team transportation.
- The athletic department account pays for event officials/refs, game workers and Invite entry fees for **ALL** sports.
- Funds collected at the gate for sports that charge admittance, are recorded by the athletic department and turned into the Central Office general fund.
- The athletic department pays for the following team banquet expenses: participation certificates for Freshman, JV, and Varsity team members, Varsity cloth letters for letter winners, Scholar Athletic Award (pin or patch) for Varsity athletes that qualify, MVP Plaque.
- If a team or individual athletes qualify for STATES, the individual sport account can pay for state hotel and food per LPS per diem. If the sport account does not have the funds, it is the responsibility of the parent to pay for their son/daughter food and hotel room.
- The athletic department repair and replace budget can pay for large equipment items such as: football reconditioning, new diving board, score table, facility improvements, etc.

EXAMPLES OF EXPENSES THAT CAN BE PAID OUT OF THE INDIVIDUAL SPORT ACCOUNT

- To reimburse contracted coach for LPS approved expenses
- State Individual/Team expenses - hotel and approved per food per diem
- Team food table prior or after event
- Banquet decorations, memory book, highlight CD, and senior gifts not exceeding \$25 per gift (i.e. plaque, trophy, medal, symbolic merchandise)
- Uniforms and equipment as long as the **items remain a part of the school athletic department inventory** per the MHSAA
- Preapproved coaches clinic for staff
- Preapproved fees for specialized invites
- Preapproved team unity field trips
- Preapproved summer camp expenses

EXAMPLES OF EXPENSES THAT *CANNOT* BE PAID OUT OF THE INDIVIDUAL SPORT ACCOUNT

- Provide salary for volunteer or contracted coaches
- Reimbursements to parents
- Spirit wear that athletes keep
- Athlete/parent banquet meals
- Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents to athletes or parents per the MHSAA

EXAMPLES OF PREVIOUSLY APPROVED FUNDRAISERS

- LPS Summer camps and clinics
- Car wash - proper attire worn
- Raffle - State of Michigan and LPS guidelines followed
- Holiday Wreath sale
- Flower sale
- Food discount card sale - No door to door
- Swim-a-thon, Run-a-thon, Free throw-a-thon
- Pizza kit sale - No door to door
- Bottle drive - No door to door
- Spirit wear sale - Specialized t-shirts
- Bowling event
- Golf outing
- Lanyard sale
- Mattress sale