



DOUGHERTY VALLEY HIGH SCHOOL

Home of the Wildcats and Traditions in Excellence!

THE ATHLETIC ADVISOR 6

Wrapping it up

Banquets:

- Reminder you may not use club funds to do Parent Gifts or Coaches Gifts
- You must submit a facilities request to reserve the commons
- You must give Nechia your award winners a week prior to the banquet (3 per team, per level)
- Rene needs your final roster 2 weeks or earlier prior to the end of the season.
- Balloons are not allowed in the Commons due to "fire alarm" codes
- Example of what the evening looks like (time frame, speeches, awards, video's)
- Ideas of food (potluck, desserts, catered, etc...)

Inventory:

- Any equipment that was purchased with club funds needs to be returned to the program to be used again for the next season.
- Please clarify when purchasing item for the team if they are program or student athlete purchases - Peggy Thomas can help with this.
 - example you are purchasing team sweats with fundraiser monies - these are considered program sweats not individual player sweats
 - You are purchasing team sweats with players names on them and helping defer the cost with fundraising monies - those are players sweats.
- Any fundraisers or tournaments must be approved **before** you can advertise
- On campus tournaments or fundraisers must have a facilities request form as well as the fundraiser request form. – any questions see Peggy Thomas