



DOUGHERTY VALLEY HIGH SCHOOL

Home of the Wildcats and Traditions in Excellence!

THE ATHLETIC ADVISOR 1

SPORTS CLUB FUNDS

All sport clubs must complete and sign the DVHS Club Constitution & Bylaws to be a part of Student Body. An individual account will be set up in Student Body for donations and fundraising income. A percent of the requested team donation goes directly to this account to support the basic needs of the program. Any other fundraising must be preapproved prior to the event being held. All expenditure must be preapproved prior to purchase.

Fundraisers

All fundraisers must be pre-approved by Administration prior to being held by following the “Fundraisers” procedure which includes completing the:

- Club Event/Fundraiser Approval form
- Fundraiser Budget plan
- Attaching a copy of flyer or brochure promoting fundraiser

If you are using a school facility, you must also complete an “In-house Facilities Request form” for approval. Turn these documents into the Financial Analyst at least two weeks prior to the event.

You will be notified by email when your fundraiser has been approved. UNALLOWABLE

FUNDRAISERS ARE AS FOLLOW:

- Raffles or games of chance
- Activities that pose liability, safety, or risk

Cash Handling

If your fundraising event requires the handling of cash, you must follow the “Cash Control for Fundraisers” procedure. After picking up the cash box, you must insure that at least two adults control the cash at all times during the event. The cash must be counted by the two adults at the end of the event and documented on the Cash Box form. Any sales/ticket management forms must also be completed at that time and balance to the cash profit. Keep the cash box secure until you return it to the Financial Analyst

Expenditures

All expenditures must be pre-approved prior to purchase using the “Request for Check/PO” form (attached). Any purchase over \$500 must be submitted through the District’s purchase order process. Consultant services, i.e., choreographers, speakers, must be pre-approved by the District prior to services being performed. UNALLOWABLE EXPENSES ARE AS FOLLOWS:

- Parent or coaches’ gifts
- Coaches apparel (other than minimum needed to be identified as part of the team)

Acknowledgement: I have read and understand the above

Head Coach Signature

Date