

PATRIOT PIONEERS BOOSTER CLUB INC.

FUNDRAISING & DISBURSEMENT GUIDELINES FOR THE CLUB, TEAMS, CLUBS AND GROUPS

BOOSTER CLUB FUNDRAISING

- 1) All fundraising activities must ultimately be sanctioned by The Prince William County School System ordinarily on an annual basis. Booster fundraisers will be approved by the Director of Student Activities and the Principal before being submitted to PWCS.
- 2) The Booster Club will organize three or four major fundraisers per year, sell spirit wear and other related items and concessions where the majority of the money raised will be deposited into the general booster fund. The Booster Club will develop incentives for each major fundraiser that primarily benefit individual students who are successful fundraisers but may also include additional incentives for teams, groups and clubs. Concession and Spirit sales will generally benefit the general fund only.
- 3) Coaches and Sponsors must proactively support General Fundraisers by The Club.
 - a) Booster Club General Funds shall be used for but not limited to the following:
Scholarships, Administrative Expenses, Facility Improvement and Repair, Purchasing spirit and concession supplies, awards, advertising, Hospitality Rooms for Special Events, Food, Beverage and spirit items for coaches, security, police, fire, officials and other special guests during events or as requested by the administration or Director of Student Activities.
 - b) Booster Club General Funds may be used for advance payments or shortfalls on purchases by clubs, groups, teams; special trips, registration fees, travel or events and other expenses as approved by the Board which benefit the school, programs or students of Patriot High School.
- 4) The Booster Club will be the sole purveyor of Patriot Branded Spirit wear for sale to the general public, students, teams, clubs and groups. The Patriot High School and Patriot Pioneer logos, slogans and colors as they relate to Patriot High School in Nokesville, Virginia will be registered trademarks of Patriot High School and may be used only with written permission of the Patriot Pioneer Booster Club, Director of Student Activities or Principal. No other business, club, team, person or group may order apparel or any other spirit related item without the written permission of the Patriot Pioneer Booster Club, Director of Student Activities or Principal.
- 5) The Booster Club will be the sole purveyor of Concessions at all events. Concession supplies will be purchased with general fund money and all sales will be deposited in the general fund. Teams, Clubs and Groups will be asked to assist with sales of Concessions and Spirit Wear but no team, club or group shall be entitled to any portion of the sales or profits. All teams, clubs and groups will benefit indirectly from the expenditures from the General Fund as listed above.
- 6) Booster Club Fundraisers will ordinarily not be targeted to solicit funds from or sell items to parents of Patriot High School Students. Booster Club Fundraisers will ordinarily be targeted to raise funds from hosting events on or off the school property, selling value cards, mulch or other items from which the primary market is within or nearby the Patriot High School Boundary but may reach well beyond via means of electronic promotion of fundraising activities. In order for Patriot fundraisers to be recognized and well received by the community, The Booster Club, teams, groups and other clubs shall strive to complete community service related projects along with fundraising efforts.

TEAM, CLUB AND GROUP FUNDRAISING

- 1) All fundraising activities must ultimately be sanctioned by The Prince William County School System, ordinarily, on an annual basis. Team, Club and Group fundraisers will be approved by the Booster Board who may delegate this authority to the Director of Student Activities.
- 2) Teams, Clubs and Groups are encouraged to organize fundraisers throughout the year that do not conflict with Booster Club Fundraising activities outlined above.
- 3) Teams, Clubs and Groups will develop their own incentives, if any that benefit individual students who are successful fundraisers. All proceeds from fundraisers will be deposited with The Booster Club and set aside into a designated account for that club.
- 4) Teams, Clubs and Groups shall ordinarily refrain from individual fundraising by selling spirit items, food or concessions at Patriot events unless requested or approved by The Board.
- 5) Team, Club and Group Fundraisers will ordinarily not be targeted to solicit funds from or sell items to parents of Patriot High School Students. Fundraisers will ordinarily be targeted to raise funds from which the primary market is within or nearby the Patriot High School Boundary but may reach well beyond via means of electronic promotion of fundraising activities. In order for Patriot fundraisers to be recognized and well received by the community, The Booster Club, teams, groups and other clubs shall strive to complete community service related projects along with fundraising efforts.
- 6) **BUSINESS MEMBERSHIPS** An easy fundraiser to benefit any team, club or group is to sell business memberships. Business memberships have been re-structured for the 2012 – 2013 season to allow 100% of the net profit from a business membership to be directed to a team, club or group sub-account. In addition, any direct contributions that do not require the Booster Club to have expenses will go directly to the account of the solicitor. *(An example is that Chorus could now sell a \$3,500 business membership that includes a banner on the softball field and net approximately 70%)*

TEAM, CLUB AND GROUP PURCHASES & DISBURSEMENTS

- 1) Everyone is asked to consider our business members first when in need of meals, apparel, printing, fencing or anything else our business members do that we may need. Consider that their donation to your club or the Booster's may be worth a 5% - 10% discount when compared to non booster business members bids.
- 2) The Club encourages you but does not require you to solicit at least two estimates. You are encouraged but not required to take the lowest estimate
- 3) Monies in your individual club account can be spent at the discretion of the coach or sponsor with the approval of the Director of Student Activities. A standard request form is necessary and either credit cards or checks are available for you to make purchases.
- 4) When requesting assistance from the general fund, balances in that groups account as well as volunteer participation in concessions, spirit wear and Booster Club fundraisers will be considered. We hope to continue to develop a mutually beneficial relationship between The Boosters and each team, club or group. You help us, we will help you. You help yourself and we will help you and the School.