

Panther Athletic Club

TEAM FUNDRAISER GUIDELINES

Updated 07/2019

The Purpose of Team Fundraisers

A Team may decide to replace broken pieces of equipment, purchase luxury items, defray the cost of a banquet, award team scholarships, purchase senior gifts, or add additional gear that had not been considered during either the Board of Education's budget process or by request through the Panther Athletic Club (PAC). Or, a team may wish to enter an event in pursuit of a national award. An authorized fundraiser may be the only way that the Team will be able to afford such costs.

Legally, all sports fundraisers must operate under the auspices of the appropriate non-profit body (i.e. PAC) or with exceptional permission granted by the Board of Education.

Liability Insurance

As with all non-profit activities and events, it is important to understand that when a family becomes a member of the PAC, their membership fee entitles the family to insurance coverage under the Club's liability insurance policy for bodily injury/property damage claims while either working at or attending a PAC sponsored event. A volunteer who is not a paid member of the PAC can be personally sued if an accident occurs while they are acting within the scope of their assigned duties. This also applies to people attending PAC functions. Teams should endeavor to abide by these principles when organizing a fundraiser.

When can a Team hold a fundraiser?

Teams may organize fundraisers throughout the school year, however, priority will be given to the sport that is in their current season. This helps avoid conflicts between teams.

Approval Process for Fundraisers

The attached form needs to be submitted to the Athletic Director for approval by the coach. The form will then be sent to the PAC for final approval. This needs to be completed **BEFORE** the fundraiser commences. Once approved, you will receive an email from PAC. Please do not contact the Athletic Director for status of the fundraising application, all communication to the Athletic Director should be done via the coach.

It is important to note that the State of NJ requires any fundraisers which include a "game of chance" (e.g., 50/50, basket raffle, etc.) to apply for a Raffle License and report your proceeds at the end of the fundraiser. The PAC can assist you in the process. Licenses can take up to 6 weeks to secure through Bridgewater Township.

The Executive Board will review all applications to ensure that they fall within the above guidelines. **Note: Fundraising for Uniforms will not be authorized - this is the BOE's responsibility.**

Required Information

There are **THREE** essential pieces of information that the Athletic Club requires.

- **Nature of the Fundraiser**

To ensure there is no conflict between the proposal and another fundraiser being organized by a Team, by the PAC, or by another school organization. Please note that the PAC **DOES NOT**

APPROVE any fundraiser that requires students to go door-to-door, or in any way places them in an unsafe situation.

- **Item(s) to be purchased**

The PAC must be made aware ahead of time of the desired items. As the host organization, we are accountable for the outcome of the fundraiser and the proper management of the dollars raised.

- **Target Dollars**

This is always the difficult part. It is impossible to predict the final income from a fundraiser. The fundraising team should indicate a secondary plan to spend its dollars, should it raise insufficient monies for the item(s) in question, or, conversely, if it raises too much money!

What if we raise insufficient dollars?

There are three options open to a team if insufficient dollars are raised for the approved item.

- Set aside the dollars raised until next season, when a further fundraiser can be organized. The monies will be held in the Athletic Club account.
- Ask Team members to supplement the difference between the raised dollars and the purchase price.
- Specify in the application to the Athletic Club a lesser priced second-choice item to be purchased.

What if we raise too much money?

Having too much money to spend is a nice problem to have. Any extra money raised can be held in the Athletic Club account until an additional item is identified for purchase. Funds can be held from one season to the next.

Accounting Arrangements

As the umbrella organization, the PAC must be able to account for all dollars raised and spent under its auspices. Therefore, all monies raised must include a deposit request form and have an approved fundraising request on file. The PAC will track all deposits by team and provide reports upon request. **No deposits will be accepted without an approved fundraising form.**

Deposits can be given directly to Carol Confalone, Co-Treasurer, or placed in the PAC mailbox. Teams are encouraged to keep a listing of check numbers for deposits with large numbers of checks since they will be accountable for bounced checks and related fees.

All purchases of equipment must be coordinated through the Athletic Director. This is to insure the best prices are obtained, delivery can be properly coordinated and purchases are not already being considered via another method, such as BOE funding.

Non equipment purchases such as spirit wear, camp expenses, team gifts and such can be purchased directly from a vendor, as long as sufficient funds exist in the team's account. Reimbursement for purchases must include a reimbursement request form and all related receipts and invoices. Requests can be given directly to Christine Pastor, Co-Treasurer, or placed in the PAC mailbox. Reimbursements can be made to an individual purchaser or invoice from the supplier. The Athletic Club will not pay personal credit cards directly. **Please note that the Athletic Club and Athletic Director will not be involved in correcting purchase errors if teams purchase directly with a vendor.**

PANTHER ATHLETIC CLUB TEAM FUNDRAISER APPLICATION

1. SPORTS TEAM: _____ HEAD COACH: _____

2. INDIVIDUAL RESPONSIBLE FOR ORGANIZING FUNDRAISER: _____

TELEPHONE: _____ EMAIL: _____

3. TYPE(S) OF FUNDRAISER:

| | Description | Date | Time |
|----|-------------|------|------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

(please list additional fundraisers on back of form)

4. REASON FOR FUNDRAISER (Specify item or activity that the income will be used for.)

5. TARGET AMOUNT TO RAISE (Please provide details of the current cost of the items, including shipping and handling, or possible travel costs and entry fees for an activity.)

Target: \$ _____ Item Cost: \$ _____

6. SECONDARY PLANS IF INSUFFICIENT INCOME RAISED

Please indicate the Team's preferred option from the list below:

- a. Set aside the dollars in the Athletic Club account for use at a future date.
- b. Purchase an alternative item of equipment.
- c. Team Members will supplement the difference in price.

If additional monies are raised above the target amount, they can be held in the Athletic Club account for use at a future date. *I understand that the dollars raised are held in account for us by the Athletic Club; I will liaise with the Treasurer on deposits and expenditure arrangements.*

****FORMS SHOULD BE SUBMITTED BY THE COACH TO THE ATHLETIC DIRECTOR**

SIGNATURE OF ORGANIZER: _____ Date: _____

SIGNATURE OF HEAD COACH _____ Date: _____

ATHLETIC DIRECTOR APPROVAL: _____ Date: _____