

******DRAFT******

Coach's Fundraisers Guidelines

Traditionally the Bartlett High School Booster Club has defined a "Coach's Fundraiser" as a fundraiser that is run by the Coach of a team or the Sponsor of an activity that is staffed by the players or the activity participants. Booster Club parents typically do not participate in the fundraiser. Coach's fundraisers are used to support the Coach's Discretionary Account, which is kept with the Bartlett High School Treasurer, and are not subject to the 10% profit split with the General Booster Club. Profits from a Coach's Fundraiser are utilized solely at the discretion of the Coach or the Activity Sponsor. The General Booster Club and the Individual Activity Groups have no jurisdiction over how these funds are spent. Approval for Coach's Fundraisers are granted by Mark Leffler, again the Booster Club has no authority in approving or denying these requests. Normally Coaches are allowed one or two Coach's Fundraisers per year.

This definition of a Coach's Fundraiser has not always been "black and white" as several Clubs have arranged to assist a Coach with staffing for these fundraisers, agreeing in advance that the profits from the fundraiser would reside with the Coach in his or her Discretionary Account. There have been a few cases where disagreements between the Coach and the Club have arisen pertaining to the profits from a given fundraiser.

In order to prevent a discrepancy between a Coach and an Individual Activity Group on how a fundraiser is classified, the Officers of the General Club are recommending the following guidelines and reminders:

- € For the most part, a Coach's Fundraiser should be between the Coach and the kids.
- € If a Coach requests parental assistance with a Coach's Fundraiser this can be accommodated by the Individual Activity Group.
- € Clear communication between the Coach and the Individual Activity Group should occur well in advance of the event.
- € The responsibilities of the parents should be well understood.
- € Any split of profits between the Coach and the Club should be discussed and agreed upon by both parties.
- € The decisions concerning the staffing and profit splits should be made by the Individual Activity Group via a motion and a vote at a regularly scheduled Club meeting. The Club can choose not to participate in the Coach's Fundraiser. The motion and the vote must be documented in the minutes from the Club meeting where the discussions occurred.

- € In the past, when disagreements did occur, it was because assumptions were made by both the Coach and the Club that were not discussed, nor agreed upon. Again, clear, documented communication is required.
- € Funds from a Coach's Fundraiser will be deposited with the Treasurer of Bartlett High School and not with the Booster Club.
- € Profits from a Coach's Fundraiser are not subject to the 10% profit split with the General Booster Club.
- € The Coach has sole discretion over how these funds are spent.
- € All Coach's Fundraisers will be approved by Mark Leffler.