

Tulelake Booster Club Guidelines/Contract

Step 1 – Get Signature and Approval from the THS Athletic Director. Prior to presenting to Boosters. Boosters will not authorize until Athletic Director approval.

Step 2 – Attend a Booster Meeting with this form signed by the Athletic Director.

- * Present Fundraiser Ideas for Booster Approval/Denial.
- * Include Fundraiser Start & End Dates.
- * Advisor present or contact Booster Club President 24 hrs in advance.
- * Include account balance for the club presenting to THS Booster.

Step 3 – Turn in all funds (money) to High School Office with Jessie

- * Checks Made payable to Tulelake Booster Club if game of chance
- * Signed off by Fundraiser Advisor/Coach & Student Rep.
- * Printed out Quote of : How much is needed, what it will be used for(example: Equipment), what has been fundraised before coming to THS Booster, when funds are needed by.

Step 4 – When money is turned into the Office

- * A Signed/Dated Receipt must be put in the Booster Box.

Clause: If the following steps are not adhered to the Tulelake Booster Club could deny or charge a service fee of up to 10% per fundraiser.

Signed off by the Athletic Director, Fundraiser Advisor & Student Representative

THS Athletic Director

Date

Coach/Fundraiser Advisor

Date

Student Club Officer/Representative

Date

Presented & Approved by Boosters Club:
