

Oxford High School Booster Club

Fundraising Guidelines

The OHS Booster Club exists to support Oxford High School's academics, activities, arts and athletic programs. Individual advisory committees that sponsor these groups conduct fundraising under the umbrella of the Booster Club, utilizing the club's 501(c) 3 not-for-profit status. For the purpose of this guide the term "advisor" shall be used for coaches, moderators and parent liaisons.

All fundraisers are subject to the following guidelines:

- Before any fundraiser is undertaken a Fundraising Request form must be completed by the group advisor and forwarded to the Booster Club for approval. The executive board will vote on the fundraiser after ensuring that the event falls under club parameters and does not conflict with another club's event. The request will then be forwarded to administration for approval.
- Any event that requires school facilities (Concessions/Ticket Booth, Cafeteria, Old Center School Parking lot) requires that a Facility Request form be completed by the advisor/team rep and forwarded to the OHS Booster Club President and the information will be entered into the FMX System for OHS Admin and Central Office for approval. This should be included with the OPS Fundraising Request Form.
- All checks and monetary donations are made out to the OHS Booster Club. Venmo payments are submitted to **Bob Sterclub** and must include the name of the club and the specific reason for the charge (i.e., Boys Soccer-Candy Sale).
- During events, all money must be kept in a cash box or other secure container.
- At the completion of events or sales, two separate advisors must count and confirm the funds collected and sign off on the Deposit Form to be given to the OHS Booster Club Treasurer (at a Booster Club Mtg or Treasurer Hours).
- A deposit form must be completed, and the deposit submitted to the OHSBC Treasurer. 5% comes out of the Fundraising total at the end of the

season minus expenses to the Booster Club. Excluded from the 5% is Player Fees, Parent Pay in for Banquets, Warm up/Practice Jerseys, Parent Donations and Ticket Sales from Drama Productions.

- If a reimbursement check or vendor payment is required, receipts and/or invoices must be submitted to the OHSBC Treasurer along with a completed Request to Expend form. These **must** be completed prior to the end of that sports season or within 3 weeks of the season ending.
- **No fundraiser can be made mandatory for club or group members.**
- All promotional flyers must include “Sponsored by OHS Booster Club” and have a contact name/phone number or email address on it.
- If a team wishes to purchase a “lasting gift/senior gift” with fundraising dollars for the team, it is suggested that it’s discussed with the team parents, coach & AD prior to the purchase.
- Starting from July 5th, 2023, the following policy regarding Travel Reimbursement will be in effect. All affiliated groups associated with Booster Club have the authority to conduct fundraising activities to cover travel expenses. The fundraising form should specify the purpose of the trip and provide the number of attendees. Additionally, the Fundraising Form must be signed by either the AD, Coach, Building Principal (or their designated representative) or Advisor. The proceeds generated from the fundraiser will be solely dedicated to financing the particular event mentioned in the form. In case no fundraising was accomplished for that specific event, each participant may utilize funds from their respective team/group, up to a maximum of \$150 per person.
- Starting from July 17, 2023, there will be a maximum limit on Sponsorships amounting to \$5,000, with a 5% charge. Any amount exceeding \$5,000 will not be subject to the 5% fee. This policy specifically applies to Sponsorships, while all other fundraising activities remain unchanged. All groups affiliated with the Booster Club are eligible for this regulation.

All updated forms can be found on the Oxford High School Booster Club website.

Specific fundraisers can include but are not limited to the following list. Some have additional requirements:

- Car Washes

- Car wash materials (buckets, sponges etc.) can be borrowed from the Booster Club and must be returned within a week after the event so the next group can use them.
- Product Sales
- Candy cannot be sold in school buildings during the school day.
- Dine Out events
 - Work with the restaurant on a desired date and follow the guidelines established by the restaurant.
- Apparel/Merchandise Sales
 - Online or sell merchandise at games.
 - OHS Booster clubs may sell Wolverine / Oxford Apparel
 - Teams sell apparel “Soccer, Volleyball, Baseball, Softball..etc.”
- Publicity Blitz Sales (traditionally known as Shake the Can)
 - This **must** be a transactional event. The club needs to have an item to sell i.e candy, pencils,stickers etc. The club can set their own price for these items. The advisor needs to schedule dates and times with the business they plan on being in front of.
- Concessions
 - The concession stand located on Wolverine field is exclusively for use by the Booster Club for its own fundraising events. Clubs may utilize the concession stand in the lobby of the high school and/or the lobby itself for sales during games, plays, concerts and other events. A facility request form must be completed and forwarded to the Booster Club President.
- Raffles / 50/50
 - State law requirements must be abided by including those for the sale of lottery tickets and alcohol. Alcohol cannot be sold/raffled on school grounds.
- Bingo
 - State law requirements must be abided by including those for the sale of lottery tickets and alcohol. Alcohol cannot be sold/raffled on school grounds.
- Shoot-A-Thons / Tournaments

- Events using the school gym must be cleared by the OHS AD to ensure it does not conflict with sporting events and practices or CIAC rules/guidelines
- Sports Camps
 - Summer camp programs must get cleared by the OHS AD to make sure it does not go against any CIAC rules/guidelines.
- On-Line donation Requests / Snap-Raise
 - These requests can only be offered by a sports team during their season and NOT made mandatory.