



Academic Magnet HS Athletic Boosters Team Fundraising Process

Overview:

The Academic Magnet HS Athletic Boosters is a 501(c)(3) organization serving as an umbrella organization for all athletic fundraising for Academic Magnet High School. Athletic teams are able to hold approved fundraisers for the sole benefit of their team. All funds raised will be held by the Athletic Boosters in a separate team subaccount for the sole benefit of the specific athletic team. The monies raised will be able to be spent at the discretion of the specific athletic team. Monies will be available with one week's notice to the Booster Treasurer.

Process:

1. Team representative completes Fundraising Request Form for Booster approval. The Boosters meet on the 2nd Thursday of each month.
2. All fundraisers will be in the name of the Academic Magnet HS Athletic Boosters – for the benefit of “X” team
3. Monies raised are deposited to the Booster bank account. The Booster Treasurer will account for the funds in a separate subaccount of the bank account. A Fundraising Deposit form will be signed by both the fundraising representative and the Booster Treasurer.
4. To withdraw funds, a “Team Funds Request Form” will be provided to the Boosters Treasurer. Withdrawals will be processed within one week. Signed requests should be forwarded to: amhsathleticbctreasurer@gmail.com
5. A receipt will be required for all reimbursement requests.

Guidelines:

1. No sales on campus. Kids are able to sell to kids. Parents can sell at games.
2. Sponsorships are included. Anything greater than \$250 will require an acknowledgement from Boosters.



Academic Magnet HS Athletic Boosters Fundraising Request Form

Request Date: _____

Sport: _____ Coach: _____

Contact Name: _____ Phone Number: _____

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Purpose of Fundraiser:

Description of Fundraiser:

Athletic Team Representative Signature: _____

AMHS Athletic Boosters President Signature: _____



**Academic Magnet HS
Athletic Boosters
Fundraising Deposit Form**

Deposit Date: _____ Amount: _____

Sport: _____ Coach: _____

Contact Name: _____ Phone Number: _____

Athletic Team Representative Signature: _____

AMHS Athletic Boosters Treasurer Signature: _____



**Academic Magnet HS
Athletic Boosters
Fundraising Deposit Form**

Deposit Date: _____ Amount: _____

Sport: _____ Coach: _____

Contact Name: _____ Phone Number: _____

Athletic Team Representative Signature: _____

AMHS Athletic Boosters Treasurer Signature: _____



Academic Magnet HS Athletic Boosters Team Funds Request Form

All requests must be made one week in advance of the funding deadline.

Request Date: _____

Request Amount: _____ Funding Deadline, if any: _____

Sport: _____ Coach: _____

Description of purchase: _____

Vendor Name: _____

Vendor Phone: _____

Vendor Email: _____

Vendor Address: _____

Check to be mailed to Vendor

Check to be returned to team representative

Team Representative: _____

AMHS Athletic Boosters Treasurer Signature: _____

Check No. _____ Date Paid _____