



2014-15 Branham Royal Alliance Band & Color Guard Fundraiser Policy Summary

This document provides a summarized set of guidelines for conducting Royal Alliance related fundraiser activities. In order to ensure that all fundraisers are conducted in a consistent manner and in accordance to district policy and federal tax guidelines for charitable organizations, it is important to adhere to the following criteria:

1) All Fundraisers must be approved by the Booster Board

This ensures that there are not conflicting activities, and that all fundraising from the organization is conducted in a consistent and proper fashion.

2) All Activity Requests must be signed and submitted to the Branham Activity Director (currently Larry Lopez) by the Music Director or Booster President

This ensures that there are not conflicting activities and that the board and other booster members are aware of additional activities. Most importantly, this process ensures that the boosters are covered under the school district's insurance policy.

3) All Fundraiser activities must have a designated coordinator

This is to ensure there is a point person for communicating to and from the entire booster organization and the board. The coordinator should be available to answer questions from parents and the board, and also to communicate with outside vendors and such. Preferably this would be a parent coordinator.

All sales fundraisers shall be available to the entire organization. It should be clearly communicated when all proceeds of a Sales or Event fundraiser are designated to benefit a Winter Program.

a) Publicize Fundraiser

Communicate fundraiser information effectively and in a timely manner to keep families informed and involved.

At a minimum, the event is to be publicized on:

- Website - <http://bhsroyalalliance.com> calendar
- Branham HS Music Boosters Google group email
- Facebook pages
 - BHS Royal Alliance Parent Support and Staff
 - BHS Royal Alliance
 - Branham Colorguard or Percussion (*if applicable*)

4) Money Processes

These are critical for the organization to ensure we are properly handling any moneys that are moving in and out of our accounts. The treasurer should be well informed of the activity to properly administer student statements.

a) ALL moneys delivered to the board treasurer MUST:

- be accompanied by a student breakdown spreadsheet (if applicable for student statements) The Booster Fundraiser Coordinator can provide a custom spreadsheet upon request which designates the student/general fund percentages earned per sale.
- be accompanied by the cash, check, credit card breakdown sheet (coins MUST be rolled).

b) For Event Fundraisers:

- Cash Box MUST be obtained from the board treasurer 2 days in advance of the event
- Cash Box MUST be returned to the board treasurer the next business day following an event (account sheet will be provided in the cash box and must be completed upon return)
- moneys returned should be verified by 2 independent people (sheet must be signed upon verification by both verifiers)

c) Sales Fundraisers:

- Collected money must be deposited by the treasurer, before treasurer will cut check to sales company

d) Confirm that all checks are made payable to: "Branham Music Boosters"

e) Student statement credits for ALL fundraisers is dependent on deposited funds