

Unionville High School Boosters/Unionville Sports Council
Guiding Principles
Version 4.0 – Final

Booster Club Fundraising and Disbursement:

1. USC will maintain one master checking account plus an additional checking account for each participating booster club.
2. Each booster club will write their own checks but notify USC treasurer of checks written via email treasurer@usc.org as check is written or as quickly as reasonably possible.
3. USC Treasurer will receive and reconcile all checking accounts each month.
4. Boosters will be encouraged to make deposits but must notify USC of deposits via email treasurer@usc.org as deposit is made or as quickly as reasonably possible.
5. USC can make deposits on booster club behalf. If USC makes deposit than two signatures required (booster club and USC board member). Deposit form available on website.
6. USC will purchase a laptop and purchase QuickBooks. Each boosters club will have a designated “class” in QuickBooks but chart of accounts will be the same for all clubs.
7. Each individual booster club will retain control of spending on all monies raised by their respective boosters.

USC Specific Fundraising and Disbursement:

1. Any fundraising by USC will first be used to cover USC expenses such as accounting, insurance, certification, bank fees, etc.
2. If and only if USC fundraising is not sufficient to cover USC expenses than a fee will be charged to each participating booster club. The fee will be based on the following formula: 25% of required funds split evenly between the boosters and 75% based on number of students participating per boosters with lowest number of students participating as the denominator. Example:
Assume: \$3,000 required; 7 teams; 400 total athletes (300 total athletes as some kids play multiple sports)
Formula: $\$3,000 \times 25\% / 7 \text{ teams} = \107 per team
 $\$3,000 \times 75\% / 400 \text{ athletes} = \5.62 per player
Team: If Girls Lacrosse has 50 athletes their share would be $\$107 + \$281 = \$388$
3. If there are USC funds available at the end of the year 50% will be retained by USC for large capital projects. Any remaining funds will be available to individual boosters by the following process. Individual coaches or representatives of the boosters can apply for grants at the end of the school year. Voting will occur by all members (one vote per booster club) who have attended at least 50% of the meetings at the end of the school year.
4. Some excess funds may be designated for UCFSD athletic purchase(s) (that would benefit multiple sports and/or schools) as long as this was agreed to by at least 50% of the membership unless fundraising event(s) were specific to a designated athletic purchase(s) ahead of time.

Unionville High School Boosters/Unionville Sports Council
Guiding Principles
Version 4.0 – Final

Insurance:

1. USC will maintain required insurance coverage.

Other:

1. USC will maintain certified food manager responsibilities.

Future:

1. USC may coordinate spirit wear for group purchasing and standardization.
2. USC may develop merchant processing for credit cards.