

## Fenwick Booster Clubs

Fenwick booster clubs are formed to help support the efforts of a sports team, extracurricular club, or social activity in a collective manner. Support is shown in many ways, including volunteering time, talents, or treasures to better enhance the team or organization's experience.



Examples include organizing team meals (time), decorating for the banquet (talent), and raising or donating funds (treasure).

Booster clubs play a key role in supporting Fenwick in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs. Booster clubs may raise money to support year end banquets and team/club gifts. They can organize events, such as pre- or post-game dinners or social events during the season. Booster clubs may perform, meet, or organize in any way, in accordance with the above stated definition and in accordance to school, that supports or 'boosts' the program they are formed to support. It is the charge of the Fenwick Athletics Office and the administration at Bishop Fenwick High School to ensure that booster clubs operate within their defined parameters. Following are the minimum guidelines we ask booster groups to incorporate in their policies and procedures.

Teams/clubs may choose to have a booster group or not at the discretion of the head coach.

### **Fundraising**

Booster Clubs may fundraise no more than a total of \$50 per student. Fundraising is solely to defray the cost of the end of year banquet and gifts. Fundraising should not be aimed toward augmenting any portion of the operational budget including but not limited to uniforms and equipment.

All fundraisers must be approved in advance and in writing by the Coach/ Moderator, Athletic Director, Principal and Advancement Director. Fundraising request form are available to download on the athletic website or from the athletic office or advancement office.

### **Funds and payments**

All accounts, funds and payments must be handled through the Finance Office at Fenwick as the all booster funds are considered by the auditors as funds of the school and need to be accounted for in accordance to generally accepted accounting principles. Outside booster accounts are prohibited.

All invoices must be billed directly to the school. Reimbursements for expenses incurred by booster parents need to be pre-approved by either the Athletic Director or Principal depending on whether the activity is related to athletics or extracurricular.

Please note that any contributions toward defraying end of year banquet and gifts are not considered a charitable donation. The IRS deems these efforts as receiving some form of "reciprocity" ie, receiving something in return and therefore, not tax deductible.

### **Athletic Side Line Apparel**

Uniforms are part of the operating budget of the Athletic Department, but sideline apparel is an optional part of being on a team.

Fenwick is contractually an official Under Armour school. As a result, anything official that is worn in a game or on the sidelines should be an Under Armour Product (in other words, if it says Fenwick it should have the UA logo). If it doesn't say Fenwick, we ask that it at least not display the logo of another sporting company.

Sideline apparel should be ordered through the Under Armour company with whom we have our contract. As a result of the contract, we receive 40% off of the retail price for our sideline gear. This company follows our style guide to help you create any sideline apparel that you might want. In addition, they invoice the school and athletes pay the school directly for their purchases, allowing booster club member to not have to make payments or be reimbursed.

The sideline apparel is the sole responsibility of the head coach, however he or she may delegate these responsibilities to the booster club. Final choices must be approved by the head coach. Head coach or designated booster parent may feel free to work directly with the company and should plan on approx. a month total turnaround time.

### **Banquets**

The head coach/advisor is responsible for all facets of the end- of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the program and the agenda must be approved by the head coach/advisor.

The awards given out at the banquet are the sole responsibility of the head coach/advisor. Banquets are to be held in the Fenwick Dining Hall.