

West Union Athletic Booster's Fundraising Protocol

1. Fill out the Fundraising Application for the Athletic Booster's Approval.
2. Make a copy if the event is approved and give to the Booster Treasurer.
3. All invoices are to be given to the Treasurer before any bill is paid. (We will not be paying anything without a receipt.)
4. Checks for any event are to be written to the West Union Athletic Booster (i.e. not to the HS Volleyball team, Fall Ball, or WUHS)
5. All money is to be turned in at the end of the night or first thing Monday morning if the event was off-site over the weekend.
6. All supplies are to be paid through a Booster Check and never in cash.

**We want checks & balances for all money collected and paid out. If the Booster Treasurer has not received Event Money/Concessions within a couple of days, the Principal will be notified.

Signed: _____ Sport: _____

West Union Athletic Booster's Deposit Record

Today's Date: _____

Coach: _____

Sport: _____

Event: _____

Please list all money as it applies:

List Checks Here:

_____ 100's

_____ 50's

_____ 20's

_____ 10's

_____ 5's

_____ 1's

_____ Total Coin Amount

_____ Total Check(s) Amount

_____ **Deposit Total**

Coach's Signature: _____

West Union High School Athletic Booster Fundraising Application

Coach	
Sport	
Fundraiser	
Fundraiser Date	
Purpose	
Materials/Supplies Needed	
Expected Money Raised	
Other Information	



West Union High School Athletic Booster Grant Application

Coach	
Sport	
Purpose	
Materials/Supplies Needed	
Timeline	
Other Information	

