



Request for Booster Club Fundraiser Approval  
(All fundraisers must be approved 30 days in advance)

Training Facility: Dulles Manassas (circle one)

Team Making Request: \_\_\_\_\_

Fundraiser Description (please include catalogs, artwork or other pertinent information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intended use of funds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor/Company Providing Products:

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date Fundraiser will Begin: \_\_\_\_\_

Date Fundraiser will End: \_\_\_\_\_

Date Products should be delivered: \_\_\_\_\_

Will students be involved in fundraising efforts? Yes / No

Team Roster submitted? Yes or No

I hereby request permission to conduct a fundraising activity, and I will be responsible for the proper conduct of that activity in accordance with Spirit Club Corp Guidelines.

\_\_\_\_\_  
Team Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spirit Club Board President Signature of Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fundraiser Chair Signature of Approval

\_\_\_\_\_  
Date



## Team Wide Fundraising Guidelines

1. All Fundraising Activities must be approved by the Spirit Club Corp Board. Please complete the **Request for Approval** form and submit to the board more than 30 days prior to your requested activity begin date. The Board meets the first Wednesday of each month. Your request should be made prior to a board meeting to ensure that we can add the item to the agenda for approval.
2. All Fundraising Activities need to have a team representative/parent as a point of contact. Proper chain of command would be to have your team parent represent your team. If the team parent declines to accept responsibility, an appointed parent can be the point of contact for the requested activity. However, please make sure that your team parent is aware of the activity taking place.
3. If your activity requires the use of artwork such as a team specific design or use All Star Legacy Logo, please submit artwork for board approval with the **Request for Approval** form. Please be advised that All Star Legacy Logo or its likeness is not permitted to be used without permission from the Directors of All Star Legacy. Directors of All Star Legacy will assess a fee for the use of logo or its likeness.
4. All Funds raised must benefit your team's athletes equally. Funds raised will be divided equally amongst the athletes listed on the current roster.
5. Notification will be made to the point of contact of board approval. If the board does not approve the request, you will also be notified as well.
6. After the fundraiser end date, your point of contact will have 3 business days to submit all funds earned from the requested activity to the fundraiser chair person. The Fundraiser Chairperson will check funds received and deliver to the Treasurer of Spirit Club Corp.
7. When submitting funds, your point of contact must include the following:
  - a. Deposit/ Receipt Summary Form
  - b. Copies of each Individual Order Form from your activity, if applicable.
  - c. Team Roster
8. Funds will then be allocated to your athletes based on the grant cycle set up by the Spirit Club Corp Treasurer.
9. All Team Fundraiser Activities will grant 5% of all proceeds to Spirit Club Corp General Fund.



**Deposit/ Receipt Summary**

**Training Facility:** Dulles Manassas **Date** \_\_\_\_\_

**Team:** \_\_\_\_\_

**Description of Activity/Payer** \_\_\_\_\_

**Total Deposit Amount:** \$ \_\_\_\_\_

**Currency/Cash**

1.00 Ones	\$
5.00 Fives	\$
10.00 Tens	\$
20.00 Twenties	\$
Other	\$
Coins	\$

**Total Cash/ Currency:** \$

List Checks Separately Below:  
(Include the Amount and Payee Information)

Ex: L. Star \$35.16	

**Total Checks:**

**Total Deposit:**

**Team Representative's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Receipt Number Issued to Team Representative:** \_\_\_\_\_ **Rec'd By:** \_\_\_\_\_

**Date of Deposit:** \_\_\_\_\_ **Date of Grant to All Star Legacy:** \_\_\_\_\_