

AHS Booster Club
Club Application & Financial Services Agreement for year _____

Group/Club Requesting Services: _____

AHS Group/Club Advisor: _____ Date: _____

AHS Principal's Approval of Club: _____ Date: _____

Our group/club has elected to request that the AHS Booster Club (AHS BC) provide the financial services that are needed to support various fund-raising activities that we organize.

We understand that inherent in this request is our responsibility to adhere to the following: AHS BC by- laws, policies & procedures, AHS policies, AHS ASB policies & procedures, APS policies & procedures, Federal 501(c)(3), and state guidelines.

1. You agree to receive **advance** approval from the AHS BC President and AHS Principal (or the designated administrative employee) for each fund-raising activity that BC accommodates/supports.
2. An AHS BC Member has agreed to serve as your group/club contact and representative to the BC throughout the school year; and that person will communicate any changes to the BC on a timely basis.
3. Parents must be to ones to organize, conduct, and reconcile all fund-raising events that occur.
4. An Income Deposit Form will be completed and attached to each deposit transaction. Two persons from the club will count the deposit together and sign the form.
5. A Payment - Reimbursement Request, along with original receipts or an invoice will be completed and attached to each withdrawal transaction. **Receipts must not contain any personal purchases.**
6. Your group/club is financially responsible for any NSF checks or fees that result from your group/clubs' deposits.
7. All Withdrawals require a three (3) day lead time for a check to be written. Any check over \$2000 requires two (2) BC signatures and more time may be needed.
8. Booster Club reserves the right to review any situation on an as needed basis. This may include executive AHS BC meeting, then a general membership vote.

AHS Booster Club Member Representative:

As the Advisor, I authorize our club representative listed below to make deposits and withdrawals on behalf of this club.

Name: _____

Primary Phone Number: _____ Email Address: _____

Signature _____ Date: _____

Please make a copy for your files.

To learn more about you, please write your club mission/purpose/impact statement on the back of this form.

Date Approved: _____

Copy sent back to Advisor/Club _____

Club purpose/mission/impact statement: _____

For Purposes of connecting our Business Boosters to your program, list some key events or projects you will be doing. _____

We use a site called "Volunteer Spot" to feature our areas of help or to itemize a teacher's wish list. How can we help you with this tool? _____

We also are active on Facebook. AHS Booster Club.

Our website is ahsboosterclub.com

Or on Twitter @BoosterClubAHS.

Form revised 5/27/2016