

## **TEAM FUNDS Q & A**

As you may be aware, the Booster Club does many things on an ongoing basis, including keeping track of team funds and paying invoices for team expenses. Here is some guidance about team funds that you can share with your team:

How can a team earn funds?

- Have families join the Booster Club (see Team Rep 101 for incentives)
- Plan a fundraiser with approval from the coach
- Work in the concession stand during a home football game
- Private donations (see below for more information)

How can we find out if funds are available and who keeps track of team funds?

- The Booster treasurer reconciles team accounts
- The coach should contact the treasurer for the balance in the team's account and to determine if funds are available

What can teams do with team funds?

- Use for end of the season activities (see Guidelines for End of the Season Events)
- Purchase Senior Night gifts, decorations and/or refreshments
- Provide a special give-away at Community/Cluster events
- Coaches' gifts
- Hire a photographer or videographer
- Purchase equipment or spirit wear as the coach deems necessary

What can't be purchased with team funds?

- Uniforms cannot be purchased with team funds and are replaced by the Athletic Director (AD). More information will be made available by the AD about the rotation for uniform replacement

How do we share our wishlist or request team items?

- You should first contact the coach to get their input and determine if team funds are available
- If team funds aren't available, they can contact the Athletic Director to see if MCPS funds are available
- Come to the monthly Booster Club meeting where we can have a discussion about your request and determine if we can help with the request

What happens to team funds at the end of the year?

- Funds will stay in the team account until the next year

What happens to donations made to the team?

- Parents can make a donation to the team on behalf of a family who is unwilling or unable to join the Booster Club for various reasons. The donation should be made in

the athlete's name and will be counted as part of the membership percentage as long as the donation is made by the deadline. Donations cannot be returned if the team does not meet one of the incentives.

How can we get reimbursed for expenses from team funds?

- To get reimbursed, you should provide the treasurer with the receipts and a reimbursement form, which you can find on our website [www.woottonboosterclub.org](http://www.woottonboosterclub.org)