



## Team/Club Fundraiser Approval Form

In order for a team/club to raise funds under the umbrella of the Manson Booster Club (MBC), the following conditions must be met, and this form must be completed and submitted to the Board of Directors for approval:

- 1) Form must be submitted to the Board of Directors for approval, no later than, the regular scheduled meeting before the fundraising event. Meeting schedule and location can be found on the MBC website.
- 2) **Applicant must be a current member of the MBC.**
- 3) Applicant must be the person in charge (PIC) of the fundraising event. The PIC is responsible for the planning, execution, and reporting of the fundraiser.
- 4) All fundraisers must be Manson Booster Club sponsored. All correspondence, flyers, signs, t-shirts, etc. must include a MBC logo and/or wording to make it clear that the MBC is a sponsor of the fundraiser. A digital copies of the MBC logos may be requested via email at [mansonboosterclub@gmail.com](mailto:mansonboosterclub@gmail.com).
- 5) All funds, related to the fundraiser, must be delivered to the MBC Director or Treasurer within 3 days of completion of the fundraiser to be deposited into the MBC bank account. Checks need to be made out to the Manson Booster Club with the fundraiser in the memo.
- 6) Applicant understands that any administrative costs; merchant fees, NSF fee or other bank charges related to depositing funds MBC account for this fundraiser will be deducted by the MBC to cover administrative costs. A financial report will be provided by the MBC to the PIC within 2 weeks after all funds have been received a processed.
- 7) Funds from the fundraiser will be held in the MBC accounts as cash and accounted for until a Funds Disbursement Request Form has been submitted. The Funds Disbursement Request Form, along with all other fundraising-related forms, is available on the MBC website under the Forms tab. Any interest accrued on funds held by the MBC will be used to support MBC programs.

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Team/Club Name \_\_\_\_\_

Person in Charge \_\_\_\_\_

Contact Phone# \_\_\_\_\_ Email \_\_\_\_\_

Purpose of Fundraiser \_\_\_\_\_

Description of Fundraising Event \_\_\_\_\_

Date(s) of Fundraiser \_\_\_\_\_

Expected Income (After Expenses) \_\_\_\_\_

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Forms can be submitted via email, [mansonboosterclub@gmail.com](mailto:mansonboosterclub@gmail.com), in person to the MBC director or to the Athletic Director.

The Board of Directors will review the application at the next scheduled meeting and notify the applicant of their decision within 24 hours of the meeting.

Please email the MBC if you have any questions regarding completing this form or any question regarding its requirements.

Applicant: By submitting this form you agree to the conditions listed above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
typed name considered signature

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_