

**DELONE CATHOLIC HIGH SCHOOL
ATHLETICS DEPARTMENT**

FUNDRAISING APPLICATION

Please Note: This application must be approved by Delone Catholic High School *before* you can commence your fundraising activity.

FUNDRAISER INFORMATION			
Sponsoring Team		Date of Submission	
Contact Person		Email	
Daytime Phone		Mobile Phone	
Name of Fundraiser		Fundraising Goal	
Location of Fundraiser		Date and Time of Fundraiser	
Description of Event/Method of Fundraising			
What will the proceeds be used for? (Please be specific.)			
Will you be contacting businesses for sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please attach a list of businesses to this application.</i>	
Will you be using the Delone Catholic High School logo?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please refer to the Uniform Guidelines.</i>	
STATEMENT OF UNDERSTANDING			
I accept the terms and conditions of the Athletic Association Fundraising Guidelines and agree to conduct my fundraising activity in accordance with those guidelines.			
APPROVAL GRANTED			
Signature of Head Coach		Date	
Signature of Athletic Director		Date	
Signature of DCAA Fundraising Chair		Date	

DELONE CATHOLIC HIGH SCHOOL ATHLETIC ASSOCIATION

FUNDRAISING/SPENDING GUIDELINES

FUNDRAISING

- All team fundraisers must be pre-approved by the Athletic Director and the Delone Catholic Athletic Association using the Athletic Association guidelines and form.
- Team fundraising solicitations of corporate/business donations must be pre-approved by the Head Coach, Athletic Director and the Delone Catholic Athletic Association prior to the solicitation. If the amount that is being solicited is over \$200, you will also need to inform the Office of Advancement of your solicitation.
- Participation in fundraisers by individual athletes and their parents is expected.
- Teams participating in fundraisers shall, at all times, adhere to the Delone Catholic High School's Code of Conduct.
- There is a maximum of two fundraisers for each team. If special circumstances exist, they can be presented to the Athletic Association Executive Board/Fundraising Chair.
- All funds must be deposited and disbursed through the Delone Catholic Athletic Office.
- After an event, two people need to count the money and sign off on the form that will be given to the Athletic Association Office.
- No later than seven days after the completion of a fundraiser, the team organizer must submit a report to the Athletic Association Department.

SPENDING

- All team spending requests must be submitted to the Athletic Director prior to ordering. Items not pre-approved will not be paid out of any Athletic Association accounts, including individual team accounts. Anything over \$500 will need to be pre-approved by the Athletic Director and the Athletic Association Executive Committee.
- Equipment for the operation of the team must be given priority. The requirement is for each head coach to hand in an Equipment Request form at the end of their season. Also requested to be handed in is a wish list prioritized by what you need versus what you want.
- The Athletic Association will pay \$5 per player up to \$100 towards the end of the season banquet.
- If a team qualifies for a State Championship Game, the Head Coach can request a coach bus. Approval will be based on distance.