C-G Booster Club

Purpose: To promote and cultivate mutual cooperation and goodwill among the students, parents, coaches, administrators, teachers, and general public of the Canisteo-Greenwood Central School District in issues related to the athletic program. To help maintain and promote loyalty and school spirit in the school district. To assist and promote the interest of the school district’s athletic program by raising funds, assisting in program development, and procuring necessary equipment to supplement programs needed.

Basically, we are here to support, encourage and enhance the athletic activities of the students in the Canisteo-Greenwood Central School District!

Each team sport has a sub-account under the C-G Booster Club

(i.e.: Girls Soccer has an account and it includes any/all monies for Modified, JV and Varsity)

Examples of what your team account profits can be used for:

* + Senior gifts (end of season) / Senior night (flowers)
	+ Meals or snacks during and after games or practices (player per diem)
	+ Clinics, camps
	+ Team sportswear (with athletic director and/or school administration approval of design)
	+ Equipment purchases (with athletic director and school administration approval as some items will be budgeted for through/by school & athletic director)

**FUNDRAISING:**

All team monies for fundraising must go through the Booster Club. The head coach will be responsible for arranging and coordinating the fundraiser. Procedure is as follows:

1. Complete *fundraising form* at least 5 days prior to actual dates of fundraising event and submit to appropriate officer as indicated on form.
2. ALL checks collected should be made payable to **C-G Booster Club**
3. Once fundraising is completed, all funds should be submitted to treasurer along with the *fundraising completion form* for deposit into the team account. Funds should NEVER be sent via inter-office mail, left on treasurer’s desk or with any other individual! To ensure proper delivery, arrange for transfer of funds with treasurer directly.
4. Invoices should be submitted to the treasurer along with the *funds request form* for payment from the team account. The treasurer will provide a check to the coach (made payable to the fundraising company) so that completion of payment to the fundraising company can be made by coach to the fundraising company. We ask that you please provide at least 48 hours for the turnaround of payment/check issuance.

(Example: Boys Basketball has decided to hold a cookie dough fundraiser. Submitted fundraiser form Nov. 6th, Fundraiser held Nov. 14th-26th, Funds handed to treasurer w/form Nov. 27th, Invoice from fundraising company w/funds request form provided to treasurer for payment Dec. 3rd, Check provided to coach Dec. 4th to complete payment to fundraising company, Coach arranged to hand check to representative from fundraising company when he delivered fundraising goods)

**Canisteo-Greenwood Booster Club**

**FUNDRAISING FORM**

Athletic Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraiser being held:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Fundraiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Please return this form, at least 5 days prior to the date(s) of the actual fundraising event, to:

Deb Ambuski (Booster Club Secretary) at the C-G Elementary School.

Electronic versions may be emailed to: dambuski@cgcsd.org

**Canisteo-Greenwood Booster Club**

**FUNDRAISING COMPLETION FORM**

Athletic Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checks Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** At the conclusion of your fundraiser, this form must be turned in with and accompany total funds collected for fundraising to:

Wendy Freeland (Booster Club Treasurer) at the C-G High School.

**\*\*\*\*\*REMINDER: Funds should NEVER be sent via inter-office mail, left on treasurer’s desk or with any other individual! To ensure proper delivery, arrange for transfer of funds with treasurer directly\*\*\*\*\***

Treasurer contact information: wfreeland@cgcsd.org or (607) 382-2792

**Canisteo-Greenwood Booster Club**

**FUNDS REQUEST FORM**

Athletic Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payable to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other pertinent information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** This form and supporting documentation (invoices, receipts, etc.) must accompany any request for funds and should be submitted to: Wendy Freeland (Booster Club Treasurer) at the C-G High School. We ask that you please provide at least 48 hours for the turnaround of payment/check issuance.

Have questions? Treasurer contact information: wfreeland@cgcsd.org or (607) 382-2792