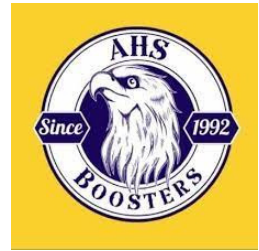


# AHS BOOSTER CLUB

## CLUB FINANCIAL SERVICES AGREEMENT



Group/Club \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor Name & Email \_\_\_\_\_

Club Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

AHS Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

AHS Booster President Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Designated Club Financial Representative

As Group/Club Advisor, I authorize the person listed below to make deposits and withdrawals on behalf of this club. (Can be the Club Advisor or an adult volunteer.)

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

The group/club named above requests that AHS Booster Club (AHS BC) provide financial services to support various group/club fund-raising activities. It is understood 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, ASD policies & procedures, Federal 501(c)(3), and state guidelines.

1. The Club Advisor and Club Financial Representative listed above agrees to advanced approval from the AHS BC President and AHS Principal (or the designated administrative employee) for each fund-raising activity that BC accommodates/supports.
2. The Club Financial Representative agrees to serve as a contact and representative to AHS BC throughout the school year; and that person will communicate any changes to the BC on a timely basis.
3. Parents and/or adult volunteers should be the primary people conducting, organizing, & reconciling sales and fundraising events/activities. All volunteers will work in coordination and with approval from club advisor.
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 expenses require a five (5) day lead time for a check to be written. Check over \$2000 require authorization from two (2) AHS BC signatures and more time may be needed.
8. Booster Club reserves the right to review any situation as needed. This may include executive AHS BC meeting and a AHS BC general membership vote.

[www.AHSBoosterClub.com](http://www.AHSBoosterClub.com)

Questions? [treasurer@ahsboosterclub.com](mailto:treasurer@ahsboosterclub.com)

Fundraising Questions? [fundraising@ahsboosterclub.com](mailto:fundraising@ahsboosterclub.com)

----- AHS Booster Treasurer/Assistant Treasurer only below this line -----

Notes:

on file