

PENTUCKET ATHLETIC DEPARTMENT PENTUCKET ATHLETIC ASSOCIATION FUNDRAISING GUIDELINES

Introduction

The Pentucket Athletic Association (PAA) is a non-profit 501 (c) 3 volunteer organization whose primary function is to support Pentucket athletics both financially and as a forum for parental concerns and suggestions regarding athletic activities at Pentucket Regional High School.

The membership of the PAA consists of parents of *current* students and/or student-athletes of Pentucket Regional High School. Funds raised by the PAA from the seasonal program sports booklets, hosting major fundraising events, and running the football and basketball concession stands are used to provide scholarships to graduating seniors, and to purchase supplies/equipment in response to requests from Sports Representatives, Team Liaisons, Coaches and/or the Athletic Director (AD).

Mission

The PAA's mission is to provide the necessary **leadership** to ensure that all athletic programs contain components which promote good **sportsmanship**, team **pride**, as well as social and educational values in order to help our student-athletes become productive adult citizens. Our mission is consistent with Student-Athlete Code.

With the implementation of user fees for all Pentucket sports, the PAA has seen an increase regarding fundraising activities by individual sports teams and booster groups. In response to these activities the following guidelines have been developed.

Pre-approval of all fund-raisers

All fundraisers to benefit individual sports teams must be pre-approved by the Athletic Director (AD) and the PAA. Fundraising Authorization forms are available in the Assistant Principal's/AD's Office. Once completed, the form may be submitted to the PAA Mailbox in the Office or delivered at the PAA monthly meeting for subsequent approval. The PAA meets the first Wednesday of each month from September through May in the HS Cafeteria. Fundraising activities may not begin until approval is granted so please plan accordingly.

Reporting fund-raising results

No later than 30 days after the completion of the fundraiser, the organizer (Sport Representative/Team Liaison) must submit a report to the PAA and AD showing total receipts, total expenditures, and profit. The report may be found on the second page of the Fundraising Authorization Form.

Participation in fundraisers

- Participation in all fundraisers shall be strictly voluntary
- No athlete, student, school employee or parent shall be coerced into participation
- Under no circumstances shall participation or non-participation of a Student, athlete or parents in a fundraiser have any impact on the student's playing time in their respective sport.

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Safety of student participants

Organizers of fundraisers must understand that student safety is of paramount importance.

For all fundraisers involving driving (examples: Blitz days, delivery of products purchased, etc.), the following common sense practices shall be followed:

- Timed release of cars from parking lot to avoid students racing, cutting each other off, or other unsafe driving practices.
- Parents must be informed that students will be driving.
- Signed permission slips will be required.
- The organizers must verify that all students driving other students have had their license for a minimum of 6 months per Massachusetts Junior Operators Law.

For all fundraisers involving door to door solicitation or selling at public locations:

- All students must always go in teams of at least two.
- Under no circumstances shall a student ever solicit funds or sales alone.

For fundraisers such as youth sports clinics, car washes etc.:

- An adult supervision/chaperone(s) must be present at all times.

For fundraisers involving serving and or preparation of food:

- Sanitary procedures including the use of gloves, hand washing, and proper refrigeration must be in place and followed.

Use of prizes and incentives

The use of prizes or incentives is discouraged. However, if the organizers believe that they are necessary to the success of the fundraiser it is preferred that they be of low monetary value and not include cash. In addition, the basis of the prize awards must be clearly communicated to the participants and must be conscientiously fair.

Distribution of this information

The Athletic Director is responsible for disseminating these guidelines to all coaches prior to the start of each sport season. Coaches shall remind their respective sports representative or team liaison about these guidelines and distribute the guidelines to their respective representative prior to any fundraising activity taking place.