

Pentucket Athletic Association

2022-2023



TEAM INFORMATION

Booster Team Fundraising:

<p>Amount of Fundraisers:</p>	<p>Teams are allowed: 1 In-season Fundraiser and 1 Out-of-season Fundraiser</p> <p>Be mindful if a fundraiser is needed. If a surplus in account, a fundraiser might not need to be done that season. The team might consider a community service event together instead.</p>
<p>Have a fundraiser in mind?</p>	<p>Parent Representative from sport/team should do the following:</p> <ul style="list-style-type: none"> • Fill out the fundraising request form on the PAA's website and/or Athletic Department's Page. • Ask the coach if they are okay with the fundraiser. The coach needs to sign off on the fundraiser. Check the date of the fundraiser with the coach as well. According to the school fundraising guidelines, a coach needs to be present at the fundraiser. • Submit the fundraiser form with the coach's signature to Dan Thornton.
<p>Money Collected:</p>	<ul style="list-style-type: none"> • As soon as the money is collected, please contact the PAA Treasurer about the funds. Chris Reading is the contact for 2022/2023. Chris will set up a time for you to meet/drop off the money. • The money is to be turned in immediately following the close of the fundraiser and the PAA Treasurer will deposit the money into the PAA bank, TDbank.
<p>Using Funds in the Booster Account:</p>	<p>Money collected from fundraising can be used for the following:</p> <ul style="list-style-type: none"> • Banquets <ul style="list-style-type: none"> - Decorations; Coach Gifts; Senior Gifts; Team Gifts; Food • Senior Game <ul style="list-style-type: none"> - Flowers for the home and away teams; Banners; Decorations Food (Cake) • Team Apparel <ul style="list-style-type: none"> - Speak with Dan Thornton about a vendor. - Keep with the colors of green and white. • Other/Misc <ul style="list-style-type: none"> - Items that the coach may need for the team - Tournament fees (in season and off season), Facility rentals, janitorial fees. - Food for away games (ie. bus rides) - To help supplement player registration fees for off season leagues - Charity donations (ie. Red Cross, Am Cancer Society) • What booster funds should not be used for: <ul style="list-style-type: none"> - Uniforms - Team issued equipment (ie. helmets) - To pay coach/assistant coach for time/coaching services <p>Note: Please be mindful of the team's balance in the booster's account when making decisions about team booster spending. Balances are available anytime by reaching out to the PAA Treasurer.</p>

Other:

<p>Senior Game Planning:</p>	<ul style="list-style-type: none">• Select a date with the coach and senior parents.• Email Dan Thornton the date and make sure that he is available.• Contact the opposing team and find out how many seniors they have on their team.• See above for the funds that can be used for the game.
<p>End of Season Banquet Planning:</p>	<ul style="list-style-type: none">• Select a date/time with the coach and Dan Thornton. (Some teams choose to have student athletes come to the banquet for the first 45 min-hour for dinner and then parents come to the last half for the ceremonial piece of the banquet).• Reserve the open space at the front of the high school and/or the auditorium if needed.• If you collect money, please give it to PAA Co-Treasurer, Chris Reading and she will deposit the funds into the bank. These funds then will be reflected in the team booster account. If you do collect money, Chris can explain how you will be able to pay for the food after she deposits the money. (i.e. be reimbursed with receipt/check request, use the PAA debit card to pay food vendor, etc..)• When selecting a date for the banquet, you should also consider playoff dates. This will help with not having to reschedule your event.• Other typical things to consider when planning banquet:<ul style="list-style-type: none">- Who will be MC the banquet (ie. parent, AD, principal)- Food, drinks, paper products, dessert, decorations,- Reserve slide projector (if needed)- Program- Player certificates/varsity pins (confirm with coach)- Gifts (coaches, senior, captains)