

Cosumnes Oaks High School Wolfpack Boosters

Wolfpack Boosters Coaches Packet

Fiscal Year 2016-2017

Purpose

- To lend support to the total student body activity programs at Cosumnes Oak High School by encouraging school spirit, citizenship, academic excellence and physical growth through keen competition.
- To encourage and support good sportsmanship among students and adults at all Cosumnes High School activities.
- To encourage and promote good relationships between Cosumnes Oak High School and other schools with which Cosumnes Oak High School may engage in extracurricular and academic activities.

What the Wolfpack Boosters Provides:

The COHS Wolfpack Boosters (WPB) provides an avenue for parents to support their students, coaches, group leaders and the school. Parents become involved in helping to support the group their student has an interest in. In some cases the students may be active in more than one group, or parents will have more than one student participating with a group or groups. These groups operate as an affiliate group or sub-group under the umbrella of the WPB.

To manage the wide variety of student activities at Cosumnes Oaks High School, the booster club operates as the primary umbrella organization to provide the following to each of it is a registered affiliate groups and sub-groups:

1. Liability Insurance for approved Booster Club Fund Raising Events.
2. Federal Non-Profit Tax Identification
3. Non-Profit Corporation (Incorporated in the State of California)
4. Bank Account
5. Accounting system for tracking all deposits and withdrawals submitted by the Booster Affiliate Groups.
6. Access to PayPal Services (online stores) and portable credit card reader with link to Booster Bank Account

Why Should Sports, Clubs, and Groups Register with the Wolfpack Boosters?

The WPB is organized to be the volunteer parent or interested people support group for Cosumnes Oaks High School and its affiliates. Through parent and interested persons that volunteer their time and through fund raising events, the WPB strives to provide the necessary means to afford for the betterment of school life and supporting funding activities. Each group, club, or sport is charged a nominal annual fee that provides funds for the operating expenses for the Wolfpack Booster.

How Do Funds Get Deposited to an Auxiliary Group Booster Account?

Another organizational aspect of the WPB is with fund raising events. When a Booster Sponsored Event is scheduled (i.e. Fireworks, etc.), those funds go into the Booster General Fund and distributed in accordance to the fundraising guidelines established prior to the event. Funds raised by the affiliate group and sub- groups are deposited in the Booster Bank Account under that group's subaccount. Those funds are distributed by authorized group members of each affiliate group or sub-group.

How Does a Group Request to Establish a Fund Raising Event?

It is important that each fund raising activity be requested through the WPB in conjunction with the school by completing a "Fund Raising Request Form". Fundraising forms can be submitted to your Director or at a Wolfpack Booster Meeting. Completed forms can also be submitted by placing the completed form in the Wolfpack Booster Mail Box in the school office. Please be sure to give your group enough time to get WPB Approval. All events must be approved no less than 30 days PRIOR to the start of an event.

Please note: Fundraisers cannot begin until the following have occurred:

1. Completed form turned into to Wolfpack Boosters at **least 30 days** prior to fundraiser.
2. Fundraiser must be confirmed to meet the requirements of our non-profit status
3. Fundraising events are calendared on the School's Master Calendar.

All Booster Sponsored events must have this form submitted and any flyers or advertisements must include the words "Wolfpack Booster Sponsored Event/ [your group's name]". Forms are found on the Wolfpack Booster website. It is important that these procedures are followed in order to ensure the school and the booster club know what activities are happening; also, this will provide your event to be covered under the Booster Club liability insurance. See the "Policy for a Fund Raising event and Booster Account Management".

What is the Difference Between a Booster-Sponsored Event and an ASB Event and Their Funds?

ASSOCIATED STUDENT BODY (ASB)

ASB is the primary account for all school clubs and sports. Any club doing fund raising or an activity working to gain funds and the expenditure of those funds are processed through the ASB account. ASB activities are those sponsorships that function during regular school hours including one-half hour before and after the regular school hours. Also, any activity that occurs after regular school hours that are considered a school function (i.e. dances, games, in-season tournaments) is considered an ASB event that raised ASB funds. ASB funds are considered public money and must be processed through the establish ASB account and benefit the students of the school as prescribed by law. They cannot be co-mingled with any other account.

WOLFPACK BOOSTER CLUB

Booster funds are money raised by authorized WPB activities and supported by the adult volunteer members of the WPB. These are private funds of a non-profit corporation and are not allowed to be comingled with other accounts. WPB sponsored events can be held anytime. If events are held during school hours or soliciting during school hours on campus, the Booster Club must have the approval of the local School Board. However, Booster Club events held before or after the normal school hours are considered acceptable and students may participate in those events and funds are still considered WPB Funds. WPB funds can be used to reimburse an ASB account for support of expenditures paid by the school.

Wolfpack Boosters is self-standing Non-profit organization that carries proper liability insurance. The Organization puts the liability of operations on the organization and not the individuals or Board Members. Being a Federally established non-profit status provides the Organization the ability to operate as a non-profit business under a corporate status. The WPB operates autonomously of the school and student body. However, the WPB operates in cooperation with school policies and their administration. This is important to maintain a positive relationship with the school. The Cosumnes Oaks Wolfpack Boosters has been recognized by the Elk Grove Unified School District's Board of Education as an auxiliary unit supporting Cosumnes Oaks High School as defined in the Education Code §72670 by the Board Resolution.

Can Wolfpack Booster Club Pay Stipends to Coaches and Assistants?

No. WPB has agreed not to pay any form of stipend to any person affiliated with a WPB group, sport, or club. However, the WPB can designate funds back to the ASB for the sole purpose of paying a stipend. A check in the designated amount will be drafted directly to ASB from the affiliate or sub group and will serve as a donation to the ASB for the sole purpose of paying a stipend. The ASB will process the stipend request as determined by the guiding practices of the EGUSD.

Can The Wolfpack Booster Club Sponsor an “In-Season” Tournament?

No, the Wolfpack Booster cannot host or support tournaments that coincide with the sport’s season. If a club or sport wishes to sponsor a ‘tournament’, it must run through ASB. All venues at a tournament typical of a regular season game will be conducted the same way as a game. Boosters can support spirit wear sales, vendor supported snack sales (premade – pre-purchased food items sold by a vendor carrying their own health department certificate)

ASB vs. Boosters Fundraising Guidelines

The guidelines have been reviewed and agreed to by WPB Executive Board and COHS Administration.

1. All clubs and teams have a right to generate revenue.
2. **Spirit Wear:** If WPB organizations chose to include spirit wear in their fundraising efforts, spirit wear must carry a logo that displays their group’s identity. The school retains the right to sell the "classic" look spirit wear which is more generic and covers the entire student/parent population. COHS will chose their items and create their catalog for display on the school’s web page. After the “line” has been set, all groups are asked to refrain from duplicating the efforts of the ASB, but create their selections based on what would appeal to their particular group or sport. All spirit wear must be in good taste and display COHS in a manner conducive to the school’s dress code. The administration reserves the right to prevent the sale of spirit wear that does not meet a standard of decency.
3. **Fundraising:** All non-ASB fundraising events-must get **prior approval** from the Wolfpack Booster Club through its established practices. After the WPB approves Booster fundraisers, they will be placed on the ASB calendar for scheduling. This ensures that a group does not inadvertently encroach on another group's fundraising efforts or saturate the fundraising calendar. Fundraisers at sports games for your team are not necessarily calendared (i.e. spirit wear, etc.)

Group or sports fundraising should not compete with ASB events. Careful consideration with calendaring needs to be given when selecting events. WPB efforts should supplement our ASB fundraising, not compete with it. **All WPB Fundraisers must be approved by the Wolfpack Booster Board no less than 30 days prior to the fundraiser.** Any fundraiser that does not comply with this request is subject to cancellation by the COHS administrator and/or the WPB Board. If special circumstances arise, group leaders must contact their WPB Director for guidance prior to beginning the fundraiser.

4. **Merchandise Sales:** Clubs and organizations should only sell at events where they are directly involved or invited to participate. No groups should "set up shop" at another group's event without prior approval. Some events, like football games, involve multiple groups (football, band, cheerleading) and so all three groups would have an equal

footing to fundraise at these events. It is just good business that they coordinate their efforts so that they do not sell the same items.

5. **ASB or BOOSTER:** There are certain times when you must use one account or the other. The following chart should help groups determine the best account for their activities:

ASB	Booster
<ul style="list-style-type: none"> Selling items on campus during the day, including any snack bars on campus at any time during a designated school event 	<ul style="list-style-type: none"> Adult only events
<ul style="list-style-type: none"> Any Snack Bar or food items that are meant for immediate consumption at any event. 	<ul style="list-style-type: none"> Pre-packaged food items sold by a vendor that carries their own health department permits.
<ul style="list-style-type: none"> Raising funds for a school sponsored field trip where student are required to pay 	<ul style="list-style-type: none"> Raising funds for a field trip that is voluntary, usually held during non-school hours (i.e. summer programs, optional camps)
<ul style="list-style-type: none"> Selling any items that are designated for student use only (i.e. PE clothes) 	<ul style="list-style-type: none"> Events that include sales of fireworks, alcohol, or include games of chance
<ul style="list-style-type: none"> Selling items that support your group that can be sold to students and non-students 	<ul style="list-style-type: none"> Selling items that support your group that can be sold to students and non-students

OR

6. **Large Scale Fundraising:** There are some fundraising programs like Fireworks Sales that are so big that they need to be coordinated across multiple groups who all want to participate in the promotion. The Wolfpack Booster board will determine if a particular fundraising scheme is large enough to warrant this level of coordination, and they will help to ensure that this process is fair and equitable for all interested parties.
7. **Accounting Procedures:** All groups must follow standard accounting practices when dealing with funds raised or collected, and all groups are subject to an outside audit. All fundraising events must be included in a group’s budget and yearlong plan. When a fundraising event is added to a group after they have already submitted their yearly budget, the group must submit a revised budget to the Wolfpack Booster Association prior to beginning any activity.

8. **Promoting ASB:** All groups should support the school's efforts to sell Associated Student Body (ASB) cards to our students. Not only is this a critical funding source for the ASB, but it also builds a strong school community when students support one another at the various school events/games. The card ensures that students do not pay admission fees for games and they get discounts at all other school functions.

Cosumnes Oaks Wolfpack Boosters Group Procedures

It is important that each authorized person, WPB Affiliate, or WPB Sub-group follow these procedures. This helps the WPB comply with school policies, maintain compliance with its By-Laws, legal requirements and insurance coverage. Any group that does not comply with these procedures may have their funds 'frozen' until the group complies with the bylaws and procedures of the Wolfpack Booster Club.

AUTHORIZED WOLFPACK BOOSTER GROUPS

An authorized WPB group is one that has filed a "Booster Account Request Form" for the current school year. Forms are valid from Aug 1 to July 30 of any given school year. This form establishes the requirement for a Booster financial tracking account to be setup, and provides the names and signatures of those who are the authorized persons that are responsible for fund withdrawals from that account. Funds will be frozen until proper forms are submitted each year.

The Wolfpack Boosters supports two different levels of groups: Affiliate Groups and Sub-Groups as defined by our Bylaws.

Each Affiliate Group will:

1. Be represented by a liaison of the WPB Board who serves in a Director position.
2. Send a representative to a mandatory meeting scheduled at the beginning of each school year that will review rules, coordinate schedules, and set review Booster goals.
3. Provide the WPB an account registration form updated yearly.
4. Provide the WPB a copy of yearly goals and budget that support the objective and purpose of this organization by September 15th of each school year. Funds cannot be distributed without an approved budget.
5. Be assessed an administrative fee of \$1.00 per player/participants as of the first day of the previous season. (i.e. Men's Basketball = 10 players x \$1.00 per player/member = \$10.00 yearly administrative fee). Fees must be paid prior to any expenditure distribution.
6. Be provided liability insurance for all activities that meet the requirements of liability of the WPB.

7. Be responsible for the management, distribution of funds, and accountability of all fundraising activities performed by the affiliate as determined by their yearly budget and directed by the procedures established for this organization.
8. Submit a Fundraising Request Form for each fundraiser where funds will be deposited into the affiliate account (for scheduling and insurances purposes only) no less than 30 days prior to any fundraiser or event.
9. Agree to the terms and conditions set forth by these bylaws without exception. Affiliate Groups that do not comply will have their assets frozen until the Board deems them in compliance by a quorum vote of Board members.

B. Sub-Group

Each Sub - Group will:

1. Be represented by a liaison of the WPB Board who serves in a Director position.
2. Send a representative to a mandatory meeting scheduled at the beginning of each school year that will review rules, coordinate schedules, and review Booster goals.
3. Provide the WPB an account registration form updated yearly.
4. Provide the WPB a copy of yearly goals and budget that support the objective and purpose of this organization by September 15th of each school year. Funds cannot be distributed without an approved budget.
5. Be assessed an administrative fee of \$1.00 per player/participants as of the first day of the previous season. (i.e. Men's Basketball = 10 players x \$1.00 per player/member = \$10.00 yearly administrative fee). Fees must be paid prior to any expenditure distribution.
6. Be provided liability insurance for all activities that meet the requirements of liability of the WPB.
7. Be responsible for the management, distribution of funds, and accountability of all fundraising activities performed by the affiliate as determined by their yearly budget and directed by the procedures established for this organization.
8. Submit a Fundraising Request Form for each fundraiser where funds will be deposited into the affiliate account (for scheduling and insurances purposes only) no less than 30 days prior to any fundraiser or event.
9. Provide a copy of updated Sub-Group policies and procedures, including officer names and a copy of the group's bank signature card to the WPB no later than September 15th of each school year.*

10. Provide the Controller of the WPB a monthly transaction statement of all deposits and expenditures prior to the monthly Booster Meeting.*
11. Provide an annual report in preparation for the WPB Tax filing no later than January 15th of the school year. *
12. Be provided access to a WPB checking account under the 501.(c)(3) Tax Identification number of the WPB.* after Board determines that all financial conditions have been met in accordance with IRS accounting procedures. Accounts will be reapproved each year at the meeting directly following the submission of all of the required documents mentioned above.
13. Agree to the terms and conditions set forth by these bylaws without exception. Sub-Groups that do not comply will have their assets frozen until the Board deems them in compliance by a quorum vote of Board members.

* Unique to Subgroups

Representation of a an Affiliate or Sub-Group at Wolfpack Booster Board Meeting

1. Meeting Representative Requirement

- a. All groups at Cosumnes Oaks High School will be represented by a member of the Wolfpack Booster Executive Board. By the September Annual WPB Meeting, all affiliate and sub-groups will be assigned a Director Representative who can act on your behalf if you are unable to attend any meeting. This director will act as your liaison to support the interests of your affiliate or sub-group.
- b. Directors will be listed on the Wolfpack Booster website.
- c. All meetings of the COHS Wolfpack Boosters are open to the public and you can send a representative to speak on your behalf at any meeting. This representative must be either an adult participating to support the group or the group sponsor. If you are sending a representative that is not listed on your sponsor form, you must notify your director in advance so the representative can be recognized.

2. Annual Sponsor/Coach Meeting

- a. All sponsors, head coaches, or coach designee at Cosumnes Oaks High School must attend an annual organizational meeting held no later than mid-September of each school year.

- b. The sole purpose of this meeting is to review Booster requirements, introduce directors, and complete annual group registration forms.
- c. Updates to bylaws, current financial information, and changes to procedures will be discussed at this meeting.
- d. Budgets and goals should be presented at or around this meeting. No group or affiliate can request funds disbursement until annual forms are completed and approved by the Executive Board.

Protocol for Disagreements with WPB Board

If any subgroup or affiliate group has a disagreement with these bylaws, the principal sponsor of the group should submit in writing to the President the specific disagreement prior to a monthly board meeting. The president shall make every effort to clarify the group's concerns and respond to the group in writing or by inviting the concerned parties to a closed session of the Wolfpack Booster Executive Board. Email correspondence to directors and the executive board is not an acceptable form of communication. It is always best to plan on discussions being held in an open forum in front of the Executive Board.

As stated in the Bylaws, any affiliate or group that does not comply with the written rules of the WPB will have their funds 'frozen' until they comply or the executive board directs the treasurer to act otherwise.

The Wolfpack Booster Executive Board has the right to report misconduct or abuse of the privileges of the Wolfpack Booster Association to the COHS Administration. The WB Executive Board reserves the right to cancel its affiliation with any group belonging to the Wolfpack Booster Association at any time in writing to the affiliate or sub-group if the Executive Board finds that the affiliate or sub group members, coaches, or sponsors have not acted in accordance with these policies. Money collected on behalf of the sub group or affiliate will be donated to the ASB account with the same name.

Financial Policies and Procedures

A. Requests for Payment (Checks)

1. Any officer, committee chairperson, or member who requires an expenditure of funds from the COHS Booster bank account must submit a check request to the group's Director. All requests must include ***original invoices or receipts*** attached to the check request. After review for proper documentation, the director will submit to the Treasurer and Controller for payment.
2. All expenditures from budgets produced by WPB Board or Head Coaches/Advisors must be approved by the WPB Board if it is an addition to the annual budget.

3. All check requests for expenditures will require two signatures, that of the President, (Vice President, or Secretary) and that of the Treasurer except those designated in (d).
4. All check requests for expenditures will require two signatures, that of the President, (Vice President, Secretary, or President of the WPB) and that of the Treasurer of affiliate groups that are governed by policies and procedures. (See Attachment A for designated groups)

B. Submitting a Check Request

1. Email your respective WPB Director indicating the amount which you are seeking reimbursement and the purpose of the expense and copy the **WPB Treasurer, Ben Mawson**, at treasurer@wolfpackboosters.org. Please include the WPB budget line number corresponding with the expense. Your Director will notify you of approval.
2. Complete the COHS Booster Check Request Form.
3. Attach original invoices to the Check Request.
4. Obtain signature from your affiliate group's approved requestors.
5. Submit to the COHS Booster Mail Box at COHS Front Office or drop off at the COHS Booster Box located in front of 9318 Candaleo Court, Elk Grove, CA 95758
6. Allow up to 2 weeks for processing.
7. Please note, if approved requestor's signature is absent, the form will be returned to the group's sponsor for signatures.

C. Pay Pal Services or Portable Credit Card Use

1. The Wolfpack Booster has established a financial partnership with Pay Pal intended to support all WPB groups and activities. (as of June 15, 2013, we will no longer have access to a credit card machine for group use)
2. Pay Pal services are available for a "per transaction fee of 2.7% + .30¢"
3. Costs for using a credit card reader or Pay Pal Services are charged to the affiliate/subgroup/committee so be sure to figure in the costs of this service when establishing event pricing.
4. If your group intends to list an item for sale with PayPal on the Booster Website, you can contact your director for more information.
5. We use PAYPAL Here (card reader apps) as our new Credit Card service. Fees for services using credit cards are charged directly to each group.

- a. If your group wishes to use the Pay Pal Here reader, send an email to Ben Mawson at treasurer@wolfpackboosters.org. Ben can check it out to you just like we did our credit card machine.
- b. The Pay Pal Here app must be downloaded on a SMART phone or wireless iPad or tablet prior to checking out the reader. No information is stored on the device, but you must use a personal device with the app. The reader is linked directly to our account.
- c. After your event, your group would submit a Credit Card summary just as you did previously. Directions for printing the report will be provided at check out.

D. Submitting a Cash, Check, or Credit Card Deposit

1. When preparing a deposit, please use COHS Wolfpack Booster Deposit Forms.
2. Complete forms as needed – for Credit Card Transactions and/or for Cash and Checks.
3. Cash/Check Deposits
 - a. All Cash and Check Deposits must be counted and verified by 2 representatives from your organization.
 - b. All cash should be counted, verified, and sealed in an envelope with signatures over the seal from both verifiers (representatives).
 - c. **All checks should be counted and checked for correct pay line: COHS Boosters (Sport or Club in the memo line). Our bank will not accept checks made out to anything other than the COHS Boosters. Checks not made out properly will be returned to the group and will be reflected in the final deposit.**
 - d. Make a copy of this document for your records and include the original in the sealed envelope. All cash deposits must be made within 5 days of end of an event.
 - e. Make accurate notations on your deposit slip and you have obtained all necessary signatures. Wolfpack Booster Association does not assume responsibilities for funds that are not deposited properly according to these guidelines.
4. Once your deposit is ready for processing, contact the booster Treasurer to arrange transfer of deposit to the Treasurer. Simply email or call the treasurer, **Ben Mawson** at treasurer@wolfpackboosters.org or 916-753-0595 to make arrangements for drop off or pick up. There are 2 options for exchange and deposit into Booster account.
 - a. Contact Treasurer via phone or email to inform him/her that your deposit has been secured in the Wolfpack Booster locked box in the COHS Controller's

Office. Please note, you must obtain the signature of the controller on your deposit form prior to sealing it in the envelope.

- b. Contact Treasurer via phone or email to make arrangements for a drop off and pick up. Make note of the date and time of your contact and seal it in the envelope. Once you meet with the Treasurer, the deposit will be verified.
5. The group is responsible for securing all of its cash properly at and after an event.
 6. Deposits can be left at COHS for safekeeping with the controller at COHS for a short amount of time – no more than 3 days. The Wolfpack Booster Association has a secured locked box located in the COHS Controller's Office to store money until it can be picked up by our Treasurer. Do not leave money in the Booster box.
 7. If money is left at COHS Controller's Office, please note that the controller is on campus most days between 8:00-4:00. Please call the school office to verify her hours prior to arriving at the school. ***Other school personnel do not have the authority to accept cash on behalf of COHS Booster.***

E. Requests from Groups under \$100 for Petty Cash

1. Groups who require petty cash, (under \$100) for bona-fide expenses such as start up money for an event of the organization must present written receipts for those expenditures and may be reimbursed or approved post-purchase.
2. All requests for Petty Cash must be made no less than 1 week in advance by submitting a REQUEST FOR PETTY CASH form to the Treasurer. Please be sure to obtain all proper signatures prior to notifying the WPB Treasurer.
3. Forms are available on-line and in the school office.

F. Authorized Booster Affiliate/Sub Group Account Responsibilities

1. Maintaining Records

- a. Booster Affiliate/Subgroups must maintain a record of their deposits and withdrawals each year.

2. Validating Records

- a. Prior to the last month of school, request a report of the account to ensure they agree with the booster Treasurer's current balance for yearend accounting.
- b. Resolve all discrepancies before June 30 of current accounting or fiscal year; otherwise that ending booster Treasurer's balance becomes valid.

3. Distribution of an Affiliate Group Funds

- a. Should an affiliate group be disbanded, the funds in their booster account will be moved into the booster general fund unless directed by a check withdrawal form for proper disposition of funds within 30 days after the group has been disbanded.
- b. These funds can be disposed only to one of these groups:
 - i. Used for the benefit of COHS students,
 - ii. Given to a designated booster or ASB account,
 - iii. Moved to the booster general fund by default when no disposition action is requested.

G. Request for a Fund Raising Event

1. Fund Raising Request

- a. All individual fund raising requests must be submitted on the “WPB Fund Raising Request” form. This form must be filed at least 30 days prior to the start date of the event and prior to ordering any items for sale or ticket sales. Please attach any flyers to your requests prior to submitting.
- b. If your fundraising event involves any COHS facilities, you must first seek approval for facilities use in accordance to the COHS procedures. A copy of your approved “Facilities Use Request” must be attached to your fundraising request prior to any action by the Wolfpack Booster Board.

2. Notifying the Booster Club

- a. Make 2 copies, one for requestor and one for Booster Club. Place the Booster Club copy in their mail box at the school located in the school Administration Building. ---OR---
- b. Forms can be submitted electronically to your director prior to the monthly meeting. Please indicate “electronically submitted” on the signature line.
- c. Send an email to the your Booster Board Director about the fund raising request noting the type of fund raising event, time, date, location, and contact information of coordinating registered Booster Member. This will signal us to check our box for your information.
- d. When your event is approved, we will submit to the school’s Master Calendar.

3. Processing the Request

- a. Your Booster Club Director shall submit your request on your behalf to the WPB Board at its regular monthly meeting.
- b. Once approved, your Director will notify the person listed on the request or primary authorized person on to the Booster Club "Booster Account Request Form".

4. Requirement for a Public Notice of a Booster Event

- a. All fund raising event advertising and at the event must clearly show that this is a COHS Wolfpack Booster Sponsored Event. Included in that information must be the following: "SPONSORED BY THE Wolfpack Boosters/[name of group]".

H. How to Prepare for a Fund Raising Activity

1. Ensure an Account is Established for an Affiliate or Sub-Group

- a. Ensure that you have submitted a "WPB Account Registration" form, yearly goals, and group budget of expenditures and revenue. This is to establish a booster account with authorized signatures to withdraw funds. This form goes to the WPB Treasurer. Otherwise, these funds will be deposited into the Booster General Fund.

2. Submitting a Fund Raising Request Form Requirements

- a. Provide a copy of the flyer with the WPB Fund Raising Request and submit to the Booster Box located in the Administration Building at the School.
- b. Request must be submitted no less than 30 days prior to fund raising activity for approval. Keep in mind the Booster Board meets once per month on the 3rd Thursday of each month.
- c. If an event is to be or have a raffle or any games of chance, you must present your plan to the Wolfpack Booster Executive Board for approval at least 60 days prior to the event

3. Rules for Advertising an Event

- a. After your group registers and you have submitted a Fundraising Request, you are free to advertise your event. If you need to make a change on your flyer, you must email your new flyer to your group's director prior to sending out. Any flyers that are distributed without prior acknowledgement of the WPB is prohibited. This is for your protection and for ours.

- b. Be sure to include the words: "Sponsored by the Wolfpack Booster/ [Your Groups name]".
- c. Ensure the event has a sign stating this is a WPB Sponsored Event.
- d. To advertise on the Wolfpack Boosters website: email your requests to webadmin@wolfpackboosters.org.
- e. To advertise on Elk Grove Online: email your request to webadmin@wolfpackboosters.org.
- f. To advertise on Facebook: email your requests to webadmin@wolfpackboosters.org.
- g. If you would like your event sent out on School Loop, email Kay Adams @ kadams@egusd.net. Please allow 3-5 days to get your event posted.