

Green & Gold Booster Club

Coach Fundraising & Financial Quick Reference Guide

2026–2027 School Year

Before You Fundraise

- ☐ Complete the Coach Fundraising & Financial Compliance Acknowledgement.
- ☐ Hold a parent meeting before beginning any non-restaurant fundraiser.
- ☐ Designate a Parent Event Chair (coaches may not serve as the Event Chair).
- ☐ Submit a Fundraising Intake Form.
- ☐ Wait for GGBC approval before advertising or collecting money.

Coaches SHOULD

- ✓ Communicate your team's needs and fundraising goals.
- ✓ Encourage parent involvement and volunteer participation.
- ✓ Approve team purchases before funds are spent.
- ✓ Direct fundraising questions to the Green & Gold Booster Club.
- ✓ Partner with your Event Chair throughout the fundraising process.
- ✓ Ensure fundraising activities support a clearly defined team need or student opportunity.

Coaches SHOULD NOT

- ✗ Serve as the Event Chair.
- ✗ Organize or operate fundraising events.
- ✗ Create fundraisers without GGBC approval.

- ✗ Sign contracts on behalf of the Green & Gold Booster Club.
- ✗ Use the Booster Club's EIN without written authorization.
- ✗ Promise tax deductions or issue tax receipts.
- ✗ Collect or hold fundraising money outside of approved GGBC procedures.
- ✗ Commit GGBC to purchases or financial obligations.
- ✗ Assume GGBC will run a fundraiser on behalf of the team.

Purpose-Driven Fundraising

Every fundraiser should answer three questions:

What are we raising money for?

How much do we need?

How will this benefit students?

The Green & Gold Booster Club supports fundraising efforts tied to a clearly defined student need or program goal. Fundraising should not occur simply to increase a team's account balance.

Financial Reminders

- ✓ Coach approval is required before team funds are spent.
- ✓ Follow all GGBC purchasing and reimbursement procedures.
- ✓ Submit reimbursement requests promptly.
- ✓ Keep parents informed about fundraising goals and progress.

Prohibited Activities

Unless specifically approved by the Green & Gold Booster Club Board:

- ✗ Raffles
- ✗ 50/50 Drawings

- ✘ Poker Tournaments
- ✘ Casino Games
- ✘ Other Gambling Activities

Current GGBC policy and bylaws prohibit gambling activities unless formally authorized.

Remember

The Green & Gold Booster Club provides administrative support.

Teams are responsible for planning, staffing, promoting, and operating their own fundraisers.

Working together, we can provide exceptional opportunities for every Marysville Getchell student.