

Green & Gold Booster Club

Team Fundraiser Event Support Agreement

(Large Team Fundraising Events)

Purpose

The Green & Gold Booster Club ("GGBC") exists to support all Marysville Getchell High School students, teams, clubs, and programs through responsible financial management, fundraising support, and volunteer engagement.

While GGBC is pleased to support team fundraising efforts, team-specific fundraising events remain the responsibility of the requesting team. GGBC provides administrative, financial, and promotional support, but does not serve as the event planner or operator.

This agreement establishes clear expectations regarding the responsibilities of both GGBC and the requesting team to ensure every event is organized, compliant, and successful.

Eligibility

To receive GGBC support, the following requirements must be met prior to planning any large fundraising event:

- The team must be an approved Green & Gold Booster Club supported program.
- A current Coach Fundraising & Financial Compliance Acknowledgement must be on file.
- The event must comply with all Green & Gold Booster Club policies and bylaws.
- The event must comply with school district, ASB, WIAA, and applicable local, state, and federal regulations.
- The team must designate an Event Chair (see Event Chair requirements below).

Event Chair Requirements

Each fundraising event must have one designated Event Chair who serves as the primary point of contact with the Green & Gold Booster Club.

The Event Chair:

- Must be a parent volunteer or Booster-approved volunteer and current member of GGBC.
- **May not be the coach.**
- Is responsible for planning, organizing, staffing, and executing the event.
- Will receive all GGBC communications regarding deadlines, registrations, payments, and logistics.
- Is responsible for ensuring all required deadlines are met.

GGBC will communicate through the designated Event Chair and will not coordinate event planning through multiple volunteers.

Booster Club Responsibilities

The Green & Gold Booster Club will provide the following administrative support, as approved by the Board.

Financial Administration

- Execute contracts when required on behalf of GGBC.
- Process approved vendor payments from the team's fundraising account.
- Process online registrations and payments.
- Provide letter/form for sponsorship/procurement requests.
- Deposit cash and checks received.
- Process credit card transactions.
- Maintain financial records.
- Provide financial reporting after the event.

Execution of a contract by GGBC does not transfer responsibility for planning or operating the event.

Registration Support

- Create online registration.
- Collect participant payments.
- Maintain registration records.
- Provide final registration lists.
- Create tee time assignments or participant schedules based on information provided by the Event Chair.

Marketing Support

- Create one event flyer.
- Publish the event on the GGBC website.
- Share the event through GGBC social media channels.
- Include the event in Booster communications when space and timing allow.

Event Equipment

GGBC may provide available equipment including:

- Cash box
- Credit card reader
- Registration list
- Participant roster
- GGBC pop up canopy

Equipment must be returned promptly following the event.

Team Responsibilities

The requesting team is solely responsible for planning and executing the event.

Responsibilities include, but are not limited to:

Event Planning

- Overall event management
- Communication with participants
- Communication with sponsors
- Communication with volunteers
- Venue coordination
- Tournament or event format
- Tee time schedule (if applicable)
- Awards program
- Day-of-event management

Sponsorships & Donations

The team is responsible for:

- Recruiting sponsors
- Recruiting hole sponsors (if applicable)
- Collecting sponsor logos
- Following up on sponsorship payments
- Soliciting donations
- Procuring raffle or auction items (if permitted)
- Procuring prizes
- Procuring golfer gifts or participant gifts

Volunteers

The team will recruit and manage all volunteers, including:

- Registration
- Set-up
- Tear-down
- Event staffing
- Contest monitoring
- Parking (if needed)
- Awards
- Silent auction staffing (if applicable)

Event Materials

The team is responsible for creating and/or purchasing:

- Sponsor signs
- Event banners
- Directional signage
- Decorations
- Contest materials
- Printed programs
- Awards
- Prizes
- Swag bags

Previously created GGBC materials may be reused when appropriate; however, updating and printing those materials is the responsibility of the requesting team.

GGBC Will Not

To ensure fairness among all Booster-supported programs, GGBC will not:

- Plan the event
- Serve as Event Chair
- Recruit volunteers
- Recruit participants
- Solicit sponsors
- Solicit donations
- Procure auction items
- Procure prizes
- Work event registration
- Staff the event
- Set up the event
- Tear down the event
- Coordinate volunteers
- Create sponsor signage
- Print sponsor signage
- Purchase decorations
- Manage contests
- Conduct awards presentations
- Assume responsibility for missed deadlines
- Cover financial losses resulting from the event

Financial Responsibility

The requesting team assumes responsibility for the financial success of its event.

Should sponsorships, registrations, donations, or attendance fall below expectations, GGBC is not responsible for covering financial shortfalls beyond previously approved team funds.

Gambling & Raffles

The Green & Gold Booster Club does not permit raffles, games of chance, 50/50 drawings, poker tournaments, casino-style games, or other gambling activities at team fundraising events unless specifically authorized by the Green & Gold Booster Club Board and permitted under the organization's governing documents.

While the Green & Gold Booster Club maintains a Washington State Gambling License to protect the organization in the event of an inadvertent violation, the current Booster Club Bylaws do not authorize gambling activities.

Accordingly, raffles, games of chance, and gambling activities are prohibited at Booster-supported fundraising events unless formally approved by the Board in accordance with applicable laws and organizational policies.

Deadlines

GGBC's ability to provide administrative support depends upon receiving requested information by established deadlines.

Failure to meet deadlines may result in:

- Delayed marketing
- Delayed registrations
- Delayed payments
- Inability to create participant lists
- Inability to process sponsor information
- Reduced GGBC support
- Cancellation of administrative services

Acknowledgement & Acceptance

By signing below, the undersigned acknowledge that they have received, read, and understand the Green & Gold Booster Club Team Fundraiser Event Policy & Support Agreement.

The requesting team understands that the Green & Gold Booster Club's role is limited to the administrative and financial support outlined in this agreement. All event planning, staffing, sponsorship procurement, volunteer coordination, fundraising activities, and event execution remain the responsibility of the requesting team.

The requesting team further acknowledges that:

- All GGBC policies and procedures will be followed.
- A current Coach Fundraising & Financial Compliance Acknowledgement is on file and will be adhered to throughout the planning and execution of the event.
- The designated Event Chair will serve as the primary point of contact.
- Failure to meet required deadlines may reduce or eliminate GGBC support.
- GGBC is not responsible for tasks identified as the responsibility of the requesting team.
- Failure to comply with this agreement may result in GGBC declining support for this or future fundraising events.

By signing below, the requesting team accepts the responsibilities outlined in this agreement.

Team: _____

Event: _____

Event Date: _____

Event Chair

Name: _____

Signature: _____

Date: _____

Head Coach (Acknowledgement Only)

Name: _____

Signature: _____

Date: _____

Green & Gold Booster Club Representative

Name: _____

Signature: _____

Date: _____