



JACKET BOOSTERS

JACKET BOOSTERS COACHES PACKET

Our Mission

The Jacket Boosters shall encourage, support and advance the athletic programs of Mount Vernon High and Middle School. Our club will partner with the Athletic Department to achieve our mutual goals through fundraising activities and community related events.

A meetings schedule will be announced at the beginning of each year and published on the Jacket Booster site and handed out to each coach or representative.

Meetings will begin at 6:30pm and held in the classroom next to the high school concession stand. **We encourage each coach or a team representative to attend the general meetings.**

Booster Activities

- Oversee various forms of fundraising including, but not limited to, operating concession stands, corporate sponsorships, 50-50 raffles, and program sales.
- Provide money for capital improvement and equipment, senior banners, scholarships for senior athletes, and more.
- Provide sound financial management for the team accounts and general fund.
- Provide post-season banquet expenses (up to \$5 per athlete and head coach).
- Liaison with the Athletic Director and school officials.

Team Requirements

- Coach or team representative in attendance of general meetings.
- Organize and execute at least one team fundraiser per year (can be in conjunction with another team or sport).
- Completion of forms for fundraisers, deposits, and check requests.

- Make deposits for team fundraisers at First Knox National Bank no later than the next business day.
- Contact parents and/or student athletes to work in concession stand on scheduled dates.

Team Accounts and General Fund

The Jacket Boosters accounts consist of individual **Team Accounts** for each sport, as well as a **General Fund**. Monies from team fundraisers are deposited directly into team accounts and may be used by the team as the coach chooses. Monies from general fundraisers, concessions and corporate sponsorship are deposited into the General Fund and are intended to be used primarily for capital equipment and improvements.

Packet Contents

- **Fundraiser Request Form**
- **Check Request Form**
- **Team Deposit Form**

Team Fundraisers

Each sport is required to hold at least one team fundraiser per year. Teams are required to complete a **Fundraiser Request Form** 30 days prior to the commencement of the fundraiser and give it to a Booster officer or drop it in the Booster box outside the Athletic Director's office for approval. This will eliminate duplication of team fundraisers. Approved team fundraisers will receive **Bank Deposit Tickets**.

Team Deposits

Teams will make their own bank deposits for approved Team Fundraisers. When a team collects money to be deposited, the coach or a team representative will complete a **Bank Deposit Ticket** and make the deposit directly to **First Knox National Bank**. Money bags are provided for after hour deposits. **Multiple deposits should be made for the same fundraiser to ensure that idle money is not held.** A **Team Deposit Form** must also be completed, attached to the yellow carbon copy of the bank deposit slip, and dropped in the Booster's box outside the Athletic Director's office at the high school.

Check Requests

Coaches may request money from their team accounts by completing the **Check Request Form**. **Checks will be written weekly so please plan ahead.** Receipts must accompany any purchases in order to be reimbursed. Tax Exempt forms are available from the Boosters officers.

Payment Invoices

When items to be paid from team accounts are ordered the invoice should be sent to **“Jacket Boosters”, P.O. Box 776, Mount Vernon Ohio 43050**. When the invoice is received, the Boosters Treasurer will contact the coach for payment approval.

Team Account Balances

Team account balances will be provided to coaches upon request and at the General Meetings. Please feel free to contact the Jacket Booster Treasurer for account updates.

Please contact any Jacket Booster officer with any questions you may have regarding this handbook.