NT Booster Club Fundraising Committee

Guidelines for reviewing Team/Club Fundraising Proposals

Revised October 9, 2026

Prior approval does not automatically authorize a fundraiser in future years. Teams/clubs must notify the Fundraising Committee Chair before each repeat fundraiser and receive confirmation that it is authorized and listed on the Booster Club website as a current, approved fundraiser.

1. Designate a Point Volunteer. The Coach or Club Advisor must select an adult volunteer to serve as the fundraiser's primary contact. This volunteer may not be a district employee or student.

2. Contact the Fundraising Committee Chair. The Point Volunteer must contact the Chair and become an NT Booster Club member if not already a member. The primary volunteers helping organize and run the fundraiser should also be Booster Club members.

3. Submit the initial proposal. The Point Volunteer must submit a Fundraiser Request Form for Committee review. All proposals must comply with the Booster Club's Bylaws and Charter. Five percent (5%) of net proceeds from each approved fundraiser will support the general fund, which provides student scholarships and funds grant requests.

4. Partnership fundraisers. Teams/clubs may submit a joint proposal as a Partnership Fundraiser. Each participating team/club must have a Point Volunteer. All Point Volunteers must agree to the partnership and identify the participating teams/clubs and proposed division of net proceeds in the initial proposal.

5. Committee review. The Fundraising Committee will review the proposal and recommend approval, modifications, or rejection. When changes are needed, the Committee's goal is to help the team/club develop an acceptable proposal.

6. Board approval. Following Committee approval, the Fundraising Chair will complete the required approval documentation and submit the proposal to the NT Booster Club Board for final approval.

7. Use of school grounds. If the fundraiser involves school grounds, the Fundraising Chair will notify NTHS Administration of the Booster Club's approval and the event's date and time. Booster Club approval does not replace any required school facility permissions.

8. Communicate the decision. The Fundraising Chair will notify the Point Volunteer of the final decision. The fundraiser may begin only after approval is confirmed and it is listed on the Booster Club website as a current, approved fundraiser.

9. Repeat fundraisers and annual notification. Once a fundraiser has received initial approval, a new request form is not required each year for the same, unchanged fundraiser. Before each repeat fundraiser, however, the Point Volunteer must contact the Fundraising Chair and provide the fundraiser's name, benefiting team/club, planned dates, current contact information, and any changes to the previously approved plan. The Booster Club must review the repeat request, confirm authorization, and record it for tracking and internal controls. Significant changes may require an updated proposal.

A fundraiser may not be run until authorization is confirmed and it is listed on the website as a current, approved fundraiser. Previous approval or a past website listing is not sufficient.

The initial request form includes a required acknowledgment of this annual notification requirement. Applicants must check the acknowledgment before using the form's Print button or submitting the request.

10. Handling proceeds. All fundraiser proceeds must be turned over to the NT Booster Club Treasurer within 30 days after the fundraiser ends. After fundraiser expenses are accounted for, 5% of net proceeds will be retained for the general fund. The remaining net proceeds will be earmarked for the team/club identified in the approved proposal. The Booster Club may pay approved team/club expenses directly or transfer funds to the appropriate team/club ASB account.

11. Maintain the approved allocation. Funds must benefit the team/club identified in the approved proposal. Changing the benefiting team/club or reallocating funds during the fundraiser is not permitted.

12. Title IX considerations. The NT Booster Club will consider Title IX requirements when providing support or tangible gifts to teams/clubs. Whenever appropriate, the Booster Club prefers to pay for services and other intangible expenses.