

# Highland Youth Soccer Club

## Team Fund Raiser Request Form

Requesting Team: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Fund Raiser Idea:     Sell Raffle Tickets             Sell Candy             Casino Trip  
                           Car Wash                             Sell Other Items        Concession Stand  
                           McDonalds/Wendy's/Friendly's/Other Night  
                           Other \_\_\_\_\_

Please describe specifics of fund raiser (ie. Event to be held; items to be sold; average cost; average profit per item expected; return policy; initial cost to team): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Frame:            Begins \_\_\_\_\_  
                              Ends \_\_\_\_\_  
(Note: Fund raisers are limited to a maximum of 2 months in duration on one request.)

Describe How Players Are Involved:

Door to door sales  
 Present at Location  
 In/Out of Uniform  
 Other \_\_\_\_\_

Presented by: \_\_\_\_\_  
(Signatures)                      Team Fund Raiser Coordinator                      Team Coach or Team Parent

### \*\* IMPORTANT REMINDERS:

Pursuant to Section 20.2 of HYSC's By-Laws:

- (1) Fund raising activities need Executive Board approval.
- (2) Teams must supply appropriate documentation.
- (3) 10% of all funds raised by supplemental fund raisers shall be paid to the Club Treasury.
- (4) All remaining funds from the supplemental fund raisers shall be authorized for use by the appropriate team.
- (5) Documentation must be returned to the Executive Board.
- (6) Executive Board reserves the right to question all documentation for expenses.

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### APPROVAL:

Date Presented to Executive Board: \_\_\_\_\_  
Date Discussed by Executive Board: \_\_\_\_\_  
 APPROVED     DENIED  
Authorizing Signature: \_\_\_\_\_  
DATE: \_\_\_\_\_

### ACCOUNTING:

▶ Amount Raised: \_\_\_\_\_  
▶ 10% to HYSC: \_\_\_\_\_  
▶ Check No.: \_\_\_\_\_