

TEAM FUNDRAISER Procedures

1. Each team must submit a fundraising request for each fundraiser to the SMPW board for approval. This request must be submitted through the team fundraising coordinator on the approved request form and must include all aspects of the fundraiser (costs, procedures, dates, locations, etc.). Only after the team has received an approval can the fundraiser be organized, set up and held.
2. Only those that participate in the fundraiser are eligible for credit. Participants are tracked by the rostered individual only. If several family members assist with the fundraiser, credit is only given to the one rostered individual. Credit for the fundraiser is not based on the number of family members that assist.
3. Since not every team member can participate in all of the fundraisers, participants will be tracked individually to assure fairness. The Parent/Guardian must sign in to receive credit for that cheerleader for that day. This is done to be able to track each and every child individually. All sign in sheets with signatures are kept so there isn't any confusion on who participated. Each cheerleader's name is turned in with the funds and receipts to the Treasurer for official tracking.
4. Once the Team Fundraiser is completed the Fundraising Coordinator will take all funds and receipts, calculate, track, and submit them to the Treasurer. The Fundraising Coordinator is responsible to submit all cash, checks, receipts and cheerleader information. All funds and information must be turned in within 24 hours after each fundraising event.
5. The funds and information is then reviewed by the Treasurer / Assistant Treasurer to ensure all the information received is 100% correct. Only after verification will refunds be made against the receipts. NO ONE may reimburse themselves from the fundraising monies raised.
6. Once the Treasurer / Assistant Treasurer has verified funds and paid reimbursements the monies will be deposited into the bank.
7. All funds for Team Fundraisers are split equally among the rostered participants for that day.
8. Team Fundraiser information, once approved, will be sent out to each family by the fundraising coordinator. Information given will be the exact total raised for the day, and the number of girls that participated in the fundraiser. If additional information is needed, the family will need to request this through the Treasurer / Assistant Treasurer. Information on other team members / families will not be shared with anyone but that family.

INDIVIDUAL FUNDRAISER Procedures

1. Each team must submit a fundraising request for each fundraiser to the SMPW board for approval. This request must be submitted through the team fundraising coordinator on the approved request form and must include all aspects of the fundraiser (costs, procedures, dates, locations, etc.). Only after the team has received an approval can the fundraiser be organized, set up and held.
2. Each cheerleader choosing to participate in an Individual Fundraiser is given the information (packet and instructions) and then encouraged to raise as much as possible.

Only actively rostered team members are eligible for credit. Participants are tracked by the rostered individual only. If several family members assist with the fundraiser, credit is only given to the one rostered individual. Credit for the fundraiser is not based on the number of family members that assist.

3. All individual Fundraisers must be completed in an approved time frame.
4. At the end of this time frame all orders and funds are due. It is the responsibility of each family to ensure all money is turned in and orders are completed correctly.
5. All orders are expected to be turned in on or before the final deadline. This is to ensure all orders can be reviewed, calculated, and turn in to the Treasurer in a timely fashion. These fundraisers tend to have a lot of time consuming tracking that is required. It is imperative to have everything match correctly before the order placed / submitted.
9. Once the Fundraiser is completed the Fundraising Coordinator will take all funds, receipts and order forms, calculate, track, and submit them to the Treasurer. The Fundraising Coordinator is responsible to submit all cash, checks, receipts and cheerleader information. All funds and information must be turned in within 24 after each fundraising event.
6. The Treasurer / Assistant Treasurer will confirm all orders and funds. Once the funds have been verified the monies will be deposited into the bank. Only after that is a check written out to the company and the order placed.
7. Once all of the funds have been cleared and orders placed, each participating cheerleader will be given credit for their individual fundraising. Individual Fundraisers are not split among the team.
8. If additional information is needed, the family will need to request this through the Treasurer / Assistant Treasurer. Information on other team members / families will not be shared with anyone but that family.