

LNHS BOOSTER CLUB PROCEDURES



Deposits:

- Deposits must be accompanied by a Booster Club deposit slip which can be found online at <https://www.lnhspanthers.com/boosters> or in the Activities Office. The online deposit form is a fillable form and will total your amounts for you.
- All checks for deposit must have the sport noted somewhere on the check. Have the check written out to your sport group. (ie: LNHS Girls Soccer), or write the sport name on the memo line. Remember that just writing Soccer on the check is not sufficient, because there is a boys' and a girls' soccer team.
- The bills should be bundled (paper clipped) in groups of 25, except fives (\$5), they are bundled in groups of 20. For counting purposes, you should indicate the number of each kind of bill on the deposit form. Please indicate the number of each type of coin on the deposit slip as well.
- The checks that are listed on the sheet should be in order by the amount of the checks and staple free. If you have more than 10 checks, please use a spreadsheet to enter the name, check number and amount, and attach it to the deposit slip.

| <u>NAME ON CHECK</u> | <u>CK #</u> | <u>AMT</u> |
|----------------------|-------------|------------|
| Jones | 2345 | 30.00 |
| Martin | 5678 | 50.00 |
| Johnson | 1234 | 75.00 |
| Knutson | 12345 | 100.00 |
| Heilman | 124 | 100.00 |
| Zweber | 93849 | 500.00 |

- If there is more than one description for the funds, please specify the amount for each at the top of the deposit slip. (ie: Fundraiser-\$500, Camp Fees-\$400, Hats-\$50, Donation-\$250)
- Leave deposits in the Activities Office and they will be picked up on a regular basis.
- If you have cash deposits, give those to Lisa Heilman in the Activities Office and she will put those in the vault.
- Your sport will be charged back for each returned check plus current returned check fee. (It will be your responsibility to collect the funds if you choose to do so)

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Check Requests:

- Check requests forms can be found at <https://www.lnhspanthers.com/boosters> or in the Activities Office. The online check request form is a fillable form. All check requests must have a receipt or invoice attached.
- The check request form must also include a breakdown of expenses for federal tax purposes. Please categorize each expense if there is more than one item on the request.
- Check request forms may be emailed to lnhspantherbooster@gmail.com
- Check request forms must be filled out completely.
- Indicate on the form if the check is to be mailed or to whom the check is to be given. Be sure to include an address if there is not an address on the invoice. We prefer to mail the check if the recipient does not work at LNHS. We do not like to give checks to students to deliver.
- Indicate the date needed on the request, if there is a limited time frame.
- Check request forms must be signed by one authorized person.
- Other than the Activities Director and Activities Assistant, the head coach is the only one automatically authorized to request payments. If the head coach would like to authorize an assistant coach or booster parent to request checks, the head coach will need to email the Booster Treasurer at lnhspantherbooster@gmail.com with that information.
- Please plan ahead so checks can be processed in a timely manner and we can avoid emergencies. If you do have an emergency, please contact Lisa Heilman in the Activities Office and she can process your check request.
- The Booster Treasurer will pick up requests at least twice a week during most of the school year. The summer schedule will be posted by the booster file in the Activities Office.
- Camp coaches must have a W9 on file before a check request is processed. W9 forms can also be found at <https://www.lnhspanthers.com/boosters>.
- If requesting a check for seed money for an invitational, please make a corresponding deposit for the exact amount back into your booster account after the invitational is over.