



## BOOSTER CLUB TEAM FUNDRAISING ACCOUNTS FAQs

### 1. What is a “Booster Club Team Fundraising Account” (“BCTFA”)?

The WCHS Booster Club maintains a bank account for its fundraising activities as well as the fundraising activities of MCPS-recognized WCHS athletic teams (“Teams”) in accordance with MCPS policies on school-related fundraising activities.<sup>1</sup> The Booster Club’s Treasurer maintains records of deposits to, and withdrawals from, each Team’s BCTFA, and provides monthly statements to Team Coaches and Parent Booster Club Representatives when there has been account activity in the prior month. If you need an updated account balance, please contact [wchsboostertreasurer@gmail.com](mailto:wchsboostertreasurer@gmail.com).<sup>2</sup>

### 2. What funds can a Team deposit into its BCTFA?

Teams should deposit fundraising donations earned through pre-approved fundraising activities<sup>3</sup> (e.g., Spirit Nights at local restaurants, car washes, food or spirit wear sales like Double Good Popcorn, etc.) or other charitable donations made to a specific WCHS Team into their BCTFA. These charitable and fundraising donations have been provided to a WCHS Team and should be maintained by the WCHS Booster Club in accordance with MCPS rules on fundraising by school-recognized groups. Team “dues” or “fees” that may be collected at the start of, or during, the season to cover player meals, snacks, clothing, or other personal items or gifts for athletes or coaches should NOT be deposited in a BCTFA. These funds are to be maintained by the Team.

### 3. How does a Team make “deposits” of fundraising donations to its BCTFA?

Generally, Teams receive fundraising donations directly from a donor (or third-party fundraising company) or from a Team Coach or Manager who may aggregate donations from others into one transaction for deposit. Deposits to a Team’s BCTFA may be made by check or online credit card payment, as follows:

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<sup>1</sup> MCPS Regulation CND-RA, *School-Related Fund-Raising*.

<sup>2</sup> Please be mindful that the Booster Club is a 100% volunteer parent-run organization. So, while we endeavor to respond to inquiries in a timely manner, we all have competing demands on our time including work and family obligations. Thank you.

<sup>3</sup> WCHS Athletics Department’s “Fundraising Expectations & Guidelines” provides that fundraisers must be submitted to the WCHS Athletic Director and school Financial Office by the beginning of the season for approval and acknowledgement of the fundraiser in accordance with MCPS Regulation CND-RA, *School-Related Fund-Raising*.

- **By Check:** Make checks out to: “WCHS Booster Club, Inc.” and mail<sup>4</sup> or drop them off to the Main Office in an envelope clearly marked “Attention: WCHS Booster Club.” All checks should have the Team name referenced as well.
- **By Credit Card:** This year, the Booster Club has launched an online payment portal on the Booster Club website to accept **Team-specific donations**. This online payment portal may be used by all MCPS-recognized WCHS athletics teams to accept credit card donations for any Team-specific fundraiser.
- A Team can run simultaneous fundraisers because the “Amount” field at checkout is open, allowing for donations of any amount. And donors can provide any Team-requested information necessary for a Team to fulfill a fundraising order in the “Comments” field at checkout.
- Furthermore, multiple Teams can run fundraisers simultaneously using the same payment portal because donors are able to select a specific Team for each donation and provide.
- The payment portal link to share with donors is: <https://www.churchillboosterclub.com/team-fundraisers>. For important tips on how to use this online payment portal including instructing donors, when necessary, to provide certain order fulfillment information in the “Comments” field, the credit card fees deducted from online donations, and the format and frequency of donation reports the Booster Club will provide to your Team, please review: [Using the Booster Club’s Team-Specific Fundraisers & Donations Payment Portal](#).

#### 4. Are there any restrictions regarding use of BCTFA funds?

Yes. Team fundraising donations deposited in your BCTFA are maintained by the WCHS Booster Club with its own general funds, and thus become subject to all legal and MCPS restrictions relating to use of funds by booster clubs. The MCPS 2024-2025 HS Athletics Handbook specifically provides:

Funds raised by the booster club may not be used for personal items for athletes or out-of-season activities, including camp or clinic fees, meals, apparel for coaches or participants, summer league-related expenses, or coaches’ compensation. Nominal awards or gifts may be purchased for teams or individuals, such as plaques or T-shirts, but such purchases must be made in an equitable manner for all teams.<sup>5</sup>

#### 5. What “nominal awards or gifts” may be purchased with BCTFA funds?

Per the WCHS Athletic Department’s Fundraising Expectations & Guidance document provided to WCHS coaches, a Team may use up to \$550 from its BCTFA per season on banquet, senior night, or team award expenses that would otherwise be considered a personal item per the HS Athletics Handbook. Anything above that amount must come from “dues,” “fees,” or other sources of funding collected for such purposes. All requests for reimbursement or purchases from a

<sup>4</sup> Attn: WCHS Booster Club, Winston Churchill HS, 11300 Gainsborough Rd., Potomac, MD 20854

<sup>5</sup> 2024-2025 HS Athletics Handbook, 37, available at <https://drive.google.com/file/d/1jkdddec9-YOk3KqifLkve-PZziwnDh5wy/view?usp=sharing>.

Team's BCTFA under this limited "nominal" exception must be made in writing and submitted to the Booster Club Treasurer at [wchsboostertreasurer@gmail.com](mailto:wchsboostertreasurer@gmail.com) and the WCHS Athletic Specialist.

## 6. What BCTFA "incentives" can Teams earn from the Booster Club?

The Booster Club appreciates Teams that encourage their families to join the Booster Club through Membership donations and that help us attract local businesses to become valuable Sponsors of Churchill Athletics with the following incentives:

- **Memberships:** The Booster Club will transfer **10%** of the total<sup>6</sup> membership contributions to every Team's BCTFA. In addition, the Booster Club will transfer **\$300** to any Team's BCTFA that achieves 100% Booster Club membership. Membership contributions must be made by June 1 of the current school year, and the transfers are made to BCFTAs by June 30.
- **Sponsorships:** For every local business that a Team persuades to purchase a Booster Club Sponsorship package, the Booster Club will transfer **\$150** to that Team's BCTFA. There is no limit on the number of Sponsorship incentives a Team may earn in a given school year. For information on Booster Club Sponsorship Opportunities, please visit: <https://www.churchillboosterclub.com/advertising>.

**Still have questions?** Feel free to contact the Booster Club President at [wchsboosterpresident@gmail.com](mailto:wchsboosterpresident@gmail.com) or the Booster Club Treasurer at [wchsboostertreasurer@gmail.com](mailto:wchsboostertreasurer@gmail.com).

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<sup>6</sup> The membership contribution of a family with multiple athletes or with athlete(s) on multiple team rosters is divided by the number of roster spots and allocated to each Team accordingly.