

FUNDRAISING PROCESS

Money for the volleyball program is obtained through fundraising. The following outlines the process to ensure amounts raised are “deposited” into the LHS Volleyball Boosters’ Account.

Before Fundraising

- The “Application for Fundraiser” form must be completed for EVERY fundraiser. This form can be found on the Lakewood Tigers Volleyball website at <https://lakewoodtigersvolleyball.weebly.com/fundraising.html> or at <https://lakewoodathletics.org/fundraising/>. ***NOTE:** This is the form by which the LHS Financial Secretary ensures the amounts collected are “deposited” into the LHS Volleyball Boosters’ Account.
- The LHS parent coordinator for the fundraiser must complete the fundraising form **BEFORE** the fundraiser event. The LHS parent coordinator signs the “Application for Fundraiser Form” as the “Requested by”/“Sponsor Signature.” Questions on how to complete this form can be directed to the Volleyball Booster Treasurer or Coach Foley.
- Email the completed fundraising form to Coach Foley at LakewoodTigersVB@gmail.com, or place it in her mailbox at LHS.
- Coach Foley signs the form and submits it to the LHS Financial Secretary.

After Fundraising

- The LHS parent coordinator should obtain from the Fundraiser Organization the amount collected during the fundraiser that will be paid to LHS Volleyball. *It is the responsibility of the LHS parent coordinator to know the amount being collected from the fundraiser, (by family, if applicable,) and communicate this information to the Volleyball Booster Treasurer and Coach Foley.*
- Fundraiser checks must be sent directly to LHS. **No cash/check/monies should be collected by a parent/volunteer.** All fundraiser monies must be collected directly by Lakewood High School.
- Fundraiser organizations must write out the check to “Lakewood High School Volleyball” and put “Volleyball” in the memo line.
- Mail checks to the attention of Rachel Foley at Lakewood High School, 9700 W 8th Ave, Lakewood, CO 80215.