

EMERALD RIDGE PRIDE CASH COLLECTION FORM

Date _____

Organization _____

Volunteer _____

Pride Members _____

Activity _____

Signature _____

Signature _____

CASH

	Quantity	\$ Amount
Fifties	_____	_____
Twenties	_____	_____
Tens	_____	_____
Fives	_____	_____
Ones	_____	_____
Quarter	_____	_____
Dimes	_____	_____
Nickels	_____	_____
Pennies	_____	_____

TOTAL CASH _____

TOTAL CHECKS _____

Less: Start up Cash/Change _____

GROSS DEPOSIT \$ _____

Signature _____
Counted By

Signature _____
Counted By

CHECKS

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Name _____ \$ _____ Ck _____

Total Checks \$ _____

EMERALD RIDGE PRIDE

Funds Disbursement Request

For pre-approved PRIDE Sponsored functions.

Please fill out a separate form for personal reimbursements and vendor payment(s).
Place the request in the PRIDE box. **A valid receipt or business invoice must be attached for payment to be issued.**

CHECKS WILL BE WRITTEN THE 15TH AND 30TH OF EACH MONTH.

Organization: _____ Activity: _____

Date: _____ Total: _____

REIMBURSEMENT ____

PAYMENT ____

To _____ For _____ Amount _____

To _____ For _____ Amount _____

To _____ For _____ Amount _____

To _____ For _____ Amount _____

Requested by: _____

Signature: _____

EMERALD RIDGE PRIDE

FUND RAISER CHECK LIST

BEFORE REQUESTING SUPPORT:

- Obtain approval from school administration.
- Make sure the fundraiser will have parent support.
- Does your organization have a minimum of 51% of PRIDE members?
- Complete the Request for Fund/Support Form

Place all information in the PRIDE box prior to the monthly Board meeting which is held the first Tuesday of each month. If approved, a pride representative will be assigned to assist you with your program. All aspects of the fundraiser must be coordinated with PRIDE.

BEFORE FUNDRAISING:

- Notify your PRIDE representative of all pertinent information; dates, times, location, cost, advertisement, etc.
- Submit any proposed cost that will be run through the PRIDE account.
- Submit any request for need of PRIDE Parent/Member Volunteer help.
- Contact the PRIDE treasurer to coordinate any money transactions.
- A PRIDE member must be present for any money collecting activity, be sure to coordinate this with your PRIDE representative prior to the event.
- Use of any PRIDE equipment must be pre-arranged and checked out through your representative.

DURING FUNDRAISING:

- Any funds collected for entrance fees, etc. must be detailed on the Cash Collection Form and turned over to PRIDE immediately. Two signatures will be required; one by the organization and the other by the PRIDE Member.
- All cash taken for the fundraiser must have a receipt written to the payer.
- Collect and hold on to all receipts for expenditures, payments will not be made without valid receipt.
- Submit any expenditure payment request by filling out the Funds Disbursement Request form. Payments will be made by the 15th and 30th of each month for forms received with valid receipt prior to those dates.

AFTER FUNDRAISING

- Submit any Cash Collection Forms or Funds Disbursement Requests not previously submitted.
- Return and check in any PRIDE equipment through your PRIDE representative.
- Coordinate with your PRIDE representative to help determine what aspects of PRIDE's involvement most benefited your organization and what aspects can be improved upon.

Questions can be directed to Laurie Kajca, Pride Financial President at fivekkajca@comcast.net

EMERALD RIDGE PRIDE

REQUEST FOR FUNDS/SUPPORT CONTRACT

Date of Request: _____ Date Needed by: _____

Name of Club/Organization _____ Phone # _____

Contact Person: _____

Number of Participants: _____ Number of PRIDE members: _____

Please attach a list of students in your organization/group.

REQUEST FOR: **Support, volunteers** **Loan** **Donation** **Other**

Please describe the project/program/special need that you would like to present to PRIDE for application of support:

Have you cleared this with ERHS Administration? _____

What other resources have you contacted for assistance with this request? _____

What fundraiser efforts have you made to earn funds? _____

If for support of a student, what is the student expected to pay personally? _____

How many students are impacted by this contribution? _____

INSTRUCTIONS FOR COMPLETING FORM

1. Forms must be completed, signed, dated and received by the PRIDE Booster Club prior to the Board meeting that takes place the first Tuesday of each month; so that all requests can be reviewed by Cabinet.
2. Please provide a clear and detailed reason for the request. We would like to encourage you to attend the meeting to personally present your request. Please contact the PRIDE President, Jodi Scott at 253-841-4659 to make arrangements.
3. If you are requesting reimbursement of monies you have advanced for the club/organization, copies of the Receipts must be attached to Funds Disbursement Request Form.
4. All "Cabinet Approved Requests" are paid upon receipt of Invoice or Receipt. Checks cannot be written without invoice or receipt.
5. The name and address of the Payee must be filled out. If this information is not provided, the request cannot be processed.
6. If you have questions, please contact ER PRIDE President, Jodi Scott at 253-841-4659 or Laurie Kajca at 848-2254. 254-848-2254.

Amount Approved: \$ _____	PRIDE ASSOCIATION USE ONLY	Date Approved: _____
ER Pride President Signature: _____		Comments:

Criteria and Guidelines

PRIDE is bound by the IRS laws of a non-profit 501(c) organization, Washington State Law and the By-Laws of the Booster Club.

State and Federal Guidelines

- The PRIDE organization is in existence to serve the students of Emerald Ridge High School both individually or within an organized group cleared by the administration and approved by the PRIDE Executive Board. All costs must be directly related to this purpose.
- All fundraisers must be operated under State and Federal Laws, to include the Gambling Laws of Washington State in relation to raffles, tournaments, and games of luck.
For a copy of Washington States Gaming Laws you may contact either of the PRIDE Presidents, Jodi Scott or Laurie Kajca..
- According to Washington State guidelines, individual booster clubs may not have private checking accounts. However, the school booster club (PRIDE) may provide the banking services for fundraisers of the individual groups with parent support, providing the majority of the individuals of the group are members of the school booster club (PRIDE). (To accept, hold and distribute monies for individuals or any entity not affiliated with the non-profit 501 (c) organization is view by the IRS as “money laundering.”)
- Non-profit organizations may not pay salaries, stipends or wages of any sort. PRIDE is not bonded or set up to provide payroll services and cannot make any such payments.
- All expenditures must have valid receipt or documentation detailing the expense.

PRIDE By-laws

Support Requests

- ♦ Forms must be completed, signed, dated and received by the PRIDE Booster Club prior to the Board meeting that takes place the first Tuesday of each month; so that all requests can be reviewed by the Cabinet.
- ♦ Please provide a clear and detailed reason for the request. We would like to encourage you to attend the meeting to personally present your request. Please contact the PRIDE President, Jodi Scott at scottjcvol@aol.com to make arrangements.
- ♦ If you are requesting reimbursement of monies you have advanced for your club/organization, copies of the Receipts must be attached to the Funds Disbursement Request.
- ♦ All “Cabinet Approved Requests” are paid upon receipt of Invoice or Receipt. Checks cannot be written without invoice or receipt.
- ♦ The name and address of the Payee must be filled out. If this information is not provided, the request will not be processed.
- ♦ All finances must be completed by the pre-approved date indicated on your Request for Fund/Support Contract.

We are here for you...

Emerald Ridge PRIDE is a non-profit booster club. It is our sole purpose to support the students, staff and organizations of Emerald Ridge High School. We offer additional support in the areas where ASB or district support is unable to assist.

Here are a few ways we can be of assistance.

Parent Volunteers – Our membership is made up of great parents and community members who want to be involved in insuring a high quality education for all the students of Emerald Ridge. If teachers, organizations or administrative staff is in need of volunteer help, PRIDE can assist in supporting the coordination.

Loan Money – If your fundraiser is pre-approved and will be run through PRIDE, we may be able to assist by loaning your group a portion of the start up money.

Donations – PRIDE has a limited amount of money to help cover cost for projects or educational opportunities that directly benefit a student or students of Emerald Ridge High School.

Bank account – Fund raisers that are approved by the administration can be run through the PRIDE organization, providing that the fundraisers include parent participation. Also, 51% of parents associated with your group, must be PRIDE members. The fundraiser must be presented to the PRIDE Board for approval prior to starting the event. Upon approval, the PRIDE treasurer will assist in setting up the financial portion of your fundraiser. Income should be directed to Emerald Ridge PRIDE Association. PRIDE must be accredited with sponsorship for any event in which we bank funds. We ask that a PRIDE member be present to collect the money and that all money raised be turned over to the treasurer by the date pre-approved on you support request form.

Other – If you can think of any other way that PRIDE can assist in directly impacting the education and support of a student at Emerald Ridge, we encourage you to contact us.

*To present your request to PRIDE, simply fill out the Request for Funds/Support Form and submit it to PRIDE **before** the monthly cabinet meeting. Meetings are held the first Tuesday of each month. A fundraiser checklist is provided to assist you in obtaining all the information you may need to get your fundraiser start.*