



South Fayette High School

Athletic Department

Procedures for Making Donations to the South Fayette Athletic Program

Purpose: The purpose of this procedure is to provide a clear process for individuals or organizations wishing to make financial or material donations to South Fayette School District athletic programs to follow.

Process: The following steps must be taken when a purchase or donation is to be made for an athletic team by an individual, organization, or a team's booster organization. In all cases, head coaches and the benefactor must communicate so as to ensure a clear understanding of the needs of the program. All donations earmarked in any way for a specific program must be discussed and agreed upon with the head coach prior to approaching the school district for approval of the donation.

Donors may choose to give in one of four ways:

1. A cash donation to the athletic department
2. A cash donation for a specific program (i.e. the football team, the girls soccer team)
3. A cash donation for a specific purchase (i.e. tackling sleds, new uniforms)
4. A material donation to a specific program.

The following procedures must be followed when making a donation to the athletic department:

1. If a **cash donation** to the athletic department:
 - a. A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes the specific amount to be donated.
 - b. Upon approval, the donation will be deposited into the athletic department general fund.
 - c. A letter acknowledging receipt and approval of the donation will be mailed to the donor.
2. If a **cash donation for a specific program**:
 - a. A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes the specific amount and the program the donation is intended for.
 - b. Upon approval, the donation will be deposited into the specific program's fund and will only be used by that program.
 - c. A letter acknowledging receipt and approval of the donation as well as acknowledgement of the beneficiary program will be mailed to the donor.
3. If a **cash donation for a specific purchase**,
 - a. The Head Coach must submit a proposal to the athletic department that specifies the following:
 1. Need for item(s)



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2. Explanation of why the donor is being asked to purchase the item(s)
 3. Use for item(s)
 4. Style or design of item(s) (if uniforms, must include visual representation that accurately depicts the color scheme, logo design, and lettering)
 5. Manufacturer of item(s)
 6. Quantity of item (if uniforms, must include specific breakdown of sizes, i.e. 12 pair shorts, 5XL, 7L, etc.)
 7. A vendor quote detailing specifications, quantity, and total cost of the item(s)
 - b. Upon approval from the athletic department, the head coach may approach the donor for monies to purchase the item.
 - c. A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes the monies sufficient to cover the cost of the item(s) specified in the quote. The original copy of the quote must accompany the "Request to Donate" form.
 - d. A letter acknowledging receipt and approval of the donation as well as acknowledgement of the beneficiary program and item(s) to be purchased will be mailed to the donor.
 - e. Upon receipt of the donation, the athletic department will facilitate the purchase of the item.
 - f. All items purchased are the property of South Fayette School District
4. **If a material donation to a specific program:**
- a. The Head Coach must submit a proposal to the athletic department that specifies the following:
 8. Need for item(s)
 9. Explanation of why the donor is being asked to purchase the item(s)
 10. Use for item(s)
 11. Style or design of item(s) (if uniforms, must include visual representation that accurately depicts the color scheme, logo design, and lettering)
 12. Manufacturer of item(s)
 13. Quantity of item (if uniforms, must include specific breakdown of sizes, i.e. 12 pair shorts, 5XL, 7L, etc.)
 - b. Upon approval from the athletic department, the coach and donor may move forward with the purchase of said item(s)
 - c. Upon receipt of the item, A "Request to Donate" form must be completed and submitted to the athletic department for approval that includes a copy of the item(s) invoice that includes quantity and total cost.



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- d. Upon approval of the donation, the item may be used by the designated program and becomes the property of South Fayette School District.
**Please Note – no item may be used by any athletic program until the appropriate documentation has been received and approved.*
- e. A letter acknowledging receipt and approval of the donation as well as acknowledgement of the beneficiary program will be mailed to the donor.