

East Ridge High School Athletic Department

Booster Club Agreement

1. All athletic clubs have an account at East Ridge High School, per the finance secretary.
2. Coaches may deposit money into school athletic accounts from fundraising using the following steps:
 - a. Fill out a Fundraiser Approval form and get approval from an administrator before the fundraiser begins.
 - b. Any money collected from students is to be turned in to the finance secretary the same day, with student signatures on a Multiple Receipt form.
 - c. When the fundraiser is complete, a Fundraiser Profit form must be filled out and returned the finance secretary immediately
3. Coaches may spend money for supplies for their athletes from the school athletic accounts using the following steps:
 - a. A purchase order form must be filled out, including all details such as quantity, price, seller, and total expenditures.
 - b. Purchase order must be signed and approved by an administrator and the finance secretary before any spending can occur
 - c. Business must be on the list of approved vendors for Pike County Schools
 - d. All receipts must be turned in to the finance secretary and must match the approved Purchase Order
4. Athletic clubs may choose to have an outside booster account to purchase supplies and use the school account to pay travel, etc.
 - a. Any spending from outside booster accounts over \$250 must be approved by school principal and/or athletic director.

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Shared Facility Usage – Batting Cages

1. Batting Cages (Located adjacent to baseball and softball fields)

a. February 15 – end of season

i. Softball – 3:00 – 4:00

ii. Baseball – 4:00 – 5:00

iii. In the event of a “game day” for either sport, the other team has access to the batting cages directly after school. For example, if softball has a game and baseball does not, baseball has access to the batting cage at 3:00.