



BERKELEY ATHLETIC FUND

Supporting Athletic and Academic Success at Berkeley High School Since 1985

www.berkeleyathleticfund.net

Information for Coaches and Team Advocates

In addition to raising and granting money to the Athletic Department as a whole, the BAF acts as the fiscal agent for your team funds. Per BHS policy and CIF and NCS Bylaws, ALL team funds must be managed in a BAF account. We are a registered 501C-3 non-profit, so funds deposited into your team's account are tax deductible. But because donations are tax deductible there are restrictions on how those funds can be spent and how donations are recorded. There are also CIF and NCS restrictions on how funds can be spent and those restrictions are taken into consideration in our Funding Guidelines.

Our organization is an all-volunteer organization, and in particular the treasurer's job is extremely time consuming. In order to keep the job manageable, we ask you to work with us to make it as easy as possible. We charge only a minimal fee of \$50 per team per year (or 5% of funds raised, whichever is LESS) to cover administrative expenses.

Here are a few important things to remember:

- **Team Advocates:** Each team must have a designated BAF Team Advocate. This person, usually a parent, is the liaison between the team and the BAF. This person must have an understanding of how our organization works and be the dedicated person on the team who ensures that our rules are followed when you deposit money into your team account and when you spend money from your team account. We also ask that the Advocate come to one meeting at the beginning of the season to get a run-down of the organization, and also come to a few meetings throughout the year to learn about issues that are important to athletics at Berkeley High.
- **Deposits:** There are important guidelines for depositing money into your account. Your team may use our PayPal account on the website home page (though the PayPal processing fee will be deducted from the donation), or the person making the deposit must record each check on our Donation Spreadsheet and email it to the BAF Treasurer. **YOUR DEPOSIT WILL NOT BE CREDITED TO YOUR TEAM FUND UNTIL THE SPREADSHEET IS FILLED OUT COMPLETELY WITH NAMES, ADDRESSES AND/OR EMAILS, AND THE AMOUNT OF EACH DONATION.** It is much easier to do this in advance, so please do it! Our bank is Mechanics Bank. There is one on Shattuck near the school and one on Solano Avenue. You must write your team name on the deposit slip. You can get preprinted slips from the BAF Treasurer, or the teller at the bank can look up our account.
- **Withdrawals/Requisitions:** Please, first check our Funding Guidelines before making any purchase that you expect to be paid for from your team fund. BAF can either pay directly to a vendor with an invoice, or we can reimburse a parent or coach who has spent the money upfront. The process is outlined on the Requisition/Grant Request Form, but in a nutshell you fill out the form, get the coach's OK, send it to the Athletic Director with receipts and/or invoice, she OK's and forwards to the BAF Treasurer. The Treasurer makes sure the expense is in line with our guidelines and then writes a check. Please allow up to 2 weeks for this process! If it is urgent please let Britta know and she will expedite. Please contact us at treasurer@berkeleyathleticfund.net with questions.
- **Fundraising:** We hold a few events each year to generate funds for the Athletic Director and Athletic programs in general. We ask that Team Parents and Coaches encourage parents to participate. Our fundraising for the overall program is VERY IMPORTANT and the things we pay for impact your student athlete. Please help out when we ask.
- **Grants:** Please see our Grants page for guidelines and deadlines.