



SALES AND FUNDRAISER GUIDELINES

1. Any article of clothing that represents the school or team and is not part of the official uniform must be approved by the Principal.
2. Guidelines for clothing not part of the official team uniform:
 - Will represent school colors (gray, white and navy are acceptable).
 - Any/all designs, phrases, imprints, etc. must be approved.
 - Style of clothing must meet and comply with the HCPS dress policy.
3. Fundraiser/sales cannot be deemed mandatory for trying out for a team or staying on a team.
4. No cash awards are to be used as prizes.

PROCEDURES FOR SALES AND FUNDRAISERS

1. The coach or sponsor must first submit a sales/fundraiser request to the Principal and receive approval.
2. The team/club/organization is required to collect the 6% sales tax on sales to students, faculty, and staff when those items become the purchaser's personal property.
3. All funds must be processed through the school financial accounts and follow HCPS accounting procedures.
4. Coaches and/or sponsors are not to retain funds for more than a 24-hour period. All funds must be deposited daily in the appropriate school account. The coach/sponsor will be issued a receipt for all deposits.
5. Anyone who purchases a fundraiser item or item for sale with cash MUST be issued a receipt by the person accepting the cash payment.
6. It is the responsibility for the coach/sponsor to secure the best price for the items they are offering for sale.
7. Any and all profits shall remain in that specific team/club/organization account in that high school.