



GIG HARBOR HIGH SCHOOL SPORT BOOSTERS

PO BOX 1335

GIG HARBOR, WA 98335

DEPOSIT PROCEDURES

Incoming Deposits Must Include:

-Team being credited

-Deposit total

-Origin of Funds:

-Donation: Contact information must be provided with any donation over \$250.00, from an individual (not necessary for corporate donations),so we can provide the donor with a tax receipt.

- Fundraising goods purchased: If we receive a check from a donor, for goods over \$75.00 we must provide a tax receipt to the purchaser. This receipt **MUST** state the declared value of the purchased goods, and the final purchase price.

-Corporate Sponsorship

-Equipment / Participation cost reimbursement: camp fees, uniforms, etc.

-Gaming: Raffles, 50/50 shots, etc. *Note: we must obtain gaming permits from the State of Washington. Raffles and games can be a great way to generate funds, but please check with fundraising before starting any gaming activity.*

If submitting a cash deposit, please have the cash counted twice, with signatures included on a deposit form.

Deposit forms can be found on the website. These forms are for your convenience, any form with the necessary information is accepted.