

Stallion Booster Club Banking Procedures

Updated November 2021

In order to operate financially within The Stallion Booster Club, sports must have a **financial secretary** who is trained in the procedures listed below. A head coach may choose not to have this position, but will then assume the responsibility for attending the booster meetings and following the correct procedures. A team rep may serve as the financial secretary.

Check Requests: Contact Denise Harshman, 949-702-6337 or dharshman@ocde.com

1. Complete a payment request form* (download from website).
2. Submit to Athletic Director Farrel Moore by email (fmmoore@capousd.org). Check request will then be sent to Head Coach for electronic approval and then routed to Stallion Booster Treasurer Denise Harshman **OR** Drop off Check Request in the Stallion Booster Mailbox in the Staff Lounge in the main office and **text or email Denise for pickup**. Check requests must be signed by the head coach and athletic director in order to be processed.
3. Check requests made by Monday will be available for pick up by the following Monday.
4. Check requests can also be mailed at the request of the coach/team rep/financial secretary.

**Please be sure the form is completely filled out and the original receipt/invoice is attached. Incomplete paperwork will delay payment. Please contact the Boosters' Treasurer, Matt O'Malley, with any questions regarding check requests.*

Deposits: Contact is Bob deStefani, 949-280-6382 or Robert.destefani@cox.net

1. Complete the "Deposit" form. To download, go to sjhstallions.com and click "Boosters" tab at top.
2. Make a copy of the "Deposit" form for your team records.
3. The head coach/team rep/financial secretary must keep record of check deposits in an excel spreadsheet so there is a running total of money collected for the various events run in your program. Stallion Boosters Treasurer will only provide a summary of your sport account at the monthly booster meetings.
4. Please have at least two (2) people verify amounts listed on the deposit form so they are accurate. All cash and individual checks must match what is on the form.
5. Submit all checks and cash with the "Deposit" form to the yellow envelope in the booster mailbox.
Please text or email the Financial Secretary that your deposit is ready for pick up.
6. The Boosters Financial Secretary will notify the Coach or Team Rep of any returned checks.
7. Deposits should not be sent with student-athletes for any reason.
8. No Credit Card payments can be accepted via paper forms or emails.
9. Credit Card payments can only be made via the website. There are 2 website options.
 - a. Sports Engine - which requires the parent OR sport to pay the credit card fees OR
 - b. PayPal – for which the sport will be credited the amount less the PayPal fees.

**Deposits take time to post and clear to your account. Please be patient with this process. Please contact Boosters' Financial Secretary, Bob deStefani, at 949-280-6382 with any questions related to deposits.*

If you have an urgent issue please contact Athletic Director, Farrel Moore, at fmmoore@capousd.org