

Intramural Sports

Financial Side:

Once a year, a \$20 intramural fee is collected per each athlete. The one-time \$20 fee allows the student to play any intramural sports in that year.

Collecting the fee:

- Deposit into an intramural account, issuing a receipt to student (must follow Cash Receipts & Deposit procedure – Principals Manual for Internal Accounts)
- A receipt book will be issued for each on-site intramural coordinator by the bookkeeper
- The Coordinator is responsible to write a receipt for each student in the receipt book
 - Each paid student will be issued an athletic card
 - Place the athletic card number on the receipt
- At the end of the year, the coordinator will give unused cards back to the county office, as well as notify the bookkeeper the number of cards sold
- When auditing, the receipt book must match the number of athletic cards sold

How to fundraise:

- Proceed from gate ticket sales (must follow Ticket Sales procedure – Principals Manual for Internal Accounts)
- Concession stand sales (must follow Fundraising policy/procedures – Board Policy 7.40 & Principals Manual for Internal Accounts)
- Fundraisers from intramural teams (must follow Fundraising policy/procedures – Board Policy 7.40 & Principals Manual for Internal Accounts)

Managing the Account:

The coach can use the money from the account to do the following:

- Pay the costs of the following items:
 - Bus fees to transport students to other schools for scrimmages
 - Referees(TCOA). Do not pay individual refs. Make one check to the TCOA. They will bill you.
 - Equipment
 - Uniforms/T-Shirts/Polos
 - Food (for the teams only)
 - Awards
 - Game worker fees.
 - Game workers will be paid the \$21-dollar rate on the game worker / intramural payment request form.

The coaches are responsible to get you quotes for anything they want to buy within the list stated above.