



## CHS ATHLETIC BOOSTER CLUB ACCOUNT USE AGREEMENT FORM

**The CHS Athletic Boosters (CHSAB) agrees to allow:**

- Sport's Program/Team Name \_\_\_\_\_  
to use the CHSAB bank account for holding funds earned by this program.
- CHSAB will pay debts from funds on hand in accordance with the properly approved "Request for Team Monies" form is submitted.
- Throughout the season, per the monthly financial reports provided at the General Meeting, and at the end of the season (if requested), CHSAB will provide a record of all deposits, debits, and fees.

**In return, the CHS Team and Head Coach agree to:**

- Properly prepare deposits (cash wrapped in appropriate bundles, checks added together and an adding machine tape provided) and provide a detail of the deposit.
- All deposits are to be given to your board member contact (for the 2005-2006 school year).
- Complete a "Request for Team Monies" form in order to request funds.
- In sure accounts have sufficient funds prior to requesting any monies.
- Pay banking fees associated with insufficient funds or processing large deposits (Washington Mutual charges fees for deposits with a large number of checks).
- Provide CHSAB with a minimum one-week to process a "Request for Team Monies". (Please note checks do require two signatures.)

\_\_\_\_\_  
**CHSAB President or Treasurer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Team/Program Head Coach**

\_\_\_\_\_  
**Date**