



**NT Booster Club Fundraising Committee**  
Guidelines for accepting donations for Campaigns

Definition of Campaign: Specific item(s) money is being raised for that benefits the whole school and student body. Examples include: The Flag in the new gym or The Hall of Fame.

Campaign details needs to be presented to the NT Booster Club Board for review.

If approved:

- Campaign Chairman needs to be appointed to oversee the Campaign.
- Campaign Chairman needs to become a NT Booster Club member if not already a member.
- Campaign Chairman needs to draft a campaign cover letter for NT Booster Club to review.
- Treasurer will set up a donation field for that specific campaign on the NT Booster Club website.

The Campaign Chairman and the NT Booster Club will encourage parents to use social media to ask friends and family to go online and make donations. Here's some simple directions:

1. Go to [www.ntboosterclub.org](http://www.ntboosterclub.org)
2. Click on the box titled "To Donate Click Here"
3. Click on the box for the Campaign you wish to support
4. Scroll down and complete all donation fields.
5. Donations can be made using a PayPal account or any major credit card

Please be aware that:

- Related banking fees (PayPal/Square/etc.) are deducted from the donation amount AND
- 5% of each donation goes back to the NT Booster Club General Fund to provide for student scholarships and help fund grant requests. The Board reserves the right to waive the 5% fee. To be evaluated on a case by case basis.

The NT Booster Club Treasurer will work with the Campaign Chairman to issue funds that have been received for their Campaign.