

## **Athletic Tournament & Invitational Guidelines**

- Chippewa Valley Schools ***Payment Collection Form*** *must* be utilized; completed form must include projections on entry fees, gate receipts, concessions, and product sales (if applicable)
- SchoolDude *must* be utilized to reserve your space; regardless of indoor or outdoor location, the SchoolDude process will allow for accurate custodial cost identification
- Gate Receipt Guidelines must be followed, utilize link below to reference:  
[https://www.chippewavalleyschools.org/downloads/money\\_matters/athletic\\_gate\\_receipt\\_guidelines\\_10-2021\\_new\\_format.pdf](https://www.chippewavalleyschools.org/downloads/money_matters/athletic_gate_receipt_guidelines_10-2021_new_format.pdf)
- All tournament and invitational entry fee (*not gate receipts*), concession sales, and product sales are to be deposited into the Internal ASN of the specific sport (as provided to High School Bookkeeper via Athletic Office)
- All tournament and invitational cash gate receipts will be receipted into the Internal ASN of the specific sport via the Business Office (provide the supporting gate receipt information to Business Department Secretary via General Fund bank deposit slip and Gate Receipt Management Form, following the Gate Receipt Guidelines referenced above, as has occurred in the past)  
  
***\*\*\*\* Please be sure to reference internal ASN on supporting documents \*\*\*\****
- All expenses associated with the tournament/invitational, such as trophies, medals, shirts, etc. will need to be approved by the Athletic Director, paid through the Internal ASN of the specific sport, and follow all District purchasing guidelines/procedures
- Game management & ticket workers – will need to fill out Game Management Timesheet or Ticket Worker timesheet and provide the Internal ASN for these wages associated with the invitational/tournament
- Officials/referee paid through Arbiter – the default setting with Arbiter is coding to the AD budget for athletic officials; if there is an invitational/tournament that occurred with an Arbiter assigned/paid official(s), you will need to respond to Laura Ziemianski letting her know of the event date(s) and name(s) of worker(s) paid to get these costs coded to the proper Internal ASN