

# Home School Athletic Association

## Deposit Submission Form

**INSTRUCTIONS:** 1. Ensure that the Memo line on *each* check has the “reason”\* for the deposit. 2. Use a separate FORM for each separate Reason For Deposit\* selected, and include it in an envelope paper-clipped to all of the submitted checks (no cash).  
 3. Submit to Mona Schultz by mail (see address at bottom). 4. Keep a copy of this form for your records.

**Today’s Date** \_\_\_\_\_  
 (Bank Deposit may not be executed until Friday)

**Description of Deposit:** \_\_\_\_\_  
 \_\_\_\_\_

**Class Allocation of Deposit: (Check Only One OR Enter Amounts if Multiple Classes)**

- |  |                                |                                |
|--|--------------------------------|--------------------------------|
| _____ Baseball 7 <sup>th</sup> Grade   | _____ Basketball Varsity Boys  | _____ Track Middle School      |
| _____ Baseball 8 <sup>th</sup> Grade   | _____ Basketball Varsity Girls | _____ Track High School        |
| _____ Baseball JV                      | _____ Cheerleading/Pep Squad   | _____ Volleyball Middle School |
| _____ Baseball Varsity                 | _____ Cross-Country            | _____ Volleyball High School   |
| _____ Basketball 7 <sup>th</sup> Boys  | _____ Football Middle School   | _____ THSSBC Tournament        |
| _____ Basketball 7 <sup>th</sup> Girls | _____ Football Varsity/JV      | _____ Champions                |
| _____ Basketball 8 <sup>th</sup> Boys  | _____ Soccer JV Girls          | _____ Spring Banquet           |
| _____ Basketball 8 <sup>th</sup> Girls | _____ Soccer Varsity Girls     | _____ Administration           |
| _____ Basketball JV Boys               | _____ Soccer JV Boys           | _____ Letter Jackets           |
| _____ Basketball JV Girls              | _____ Soccer Varsity Boys      | _____ Other (Explain):         |

**Amount of Deposit:** \_\_\_\_\_ **Number of Checks:** \_\_\_\_\_

**Note: Do not submit cash. No checks less than \$25 from a non-HSAA member.**

**Reason For Deposit: (Place Dollar amount for each category the deposit applies)**

- \_\_\_\_\_ **HSAA Player Fees**
- \_\_\_\_\_ **Tax-Deductible Donations** (Admin, please notify Director of Development)
- \_\_\_\_\_ **Fundraisers**
- \_\_\_\_\_ **Sales – Uniforms or Uniform Replacement Fees** (only if separate from player fees)
- \_\_\_\_\_ **Sales – Spirit Wear / Spirit Gear**
- \_\_\_\_\_ **Sales – Gate Fees**
- \_\_\_\_\_ **Sales – Concessions**
- \_\_\_\_\_ **Uniform Rental Income**
- \_\_\_\_\_ **Fees from Other Teams** (i.e., entry fees for tournament, refs, refunds, etc.)
- \_\_\_\_\_ **Sales – Letter Jacket Orders**
- \_\_\_\_\_ **Sales – Sports Banquet or Special Event Ticket Orders**
- \_\_\_\_\_ **Trip/Hotel/Travel/Van Rental Fees** (indicate specific trip) \_\_\_\_\_
- \_\_\_\_\_ **Other** (please specify) \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Comments or Special Instructions:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mona Schultz**  
 4524 Waterford Drive  
 Plano, TX 75024