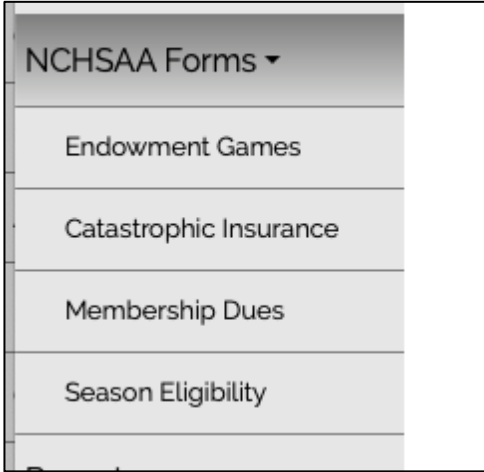


PRIOR TO THE GAME:

Log into Home Campus go to **NCHSAA Forms > Endowment Games**



Click on **Add New** and complete the game information and hit save.

Create Endowment Game

Year
2019-20

Host School (A)
Test

Guest School (B)
Bye

This is an endowment game for:
 Both Schools
 Host School
 Guest School

Is this a conference game?
 Yes
 No

Sport
Basketball, Men's




Game Date
02/04/2020

Host Athletic Director
Alexys Ortiz

Guest Athletic Director
Caterina Cruickshank

Go Back **Save**

Now both you and the NCHSAA member school's AD can see the information on Home Campus about the game. The school that initiated the game is the only one who can modify it.

Sport	Date Submitted	Status	View	Finance Form	Invoice	Delete
Basketball, Men's	06/13/2019	Pending Game				

AFTER THE GAME:

To reconcile, click on the **Finance Form** folder and enter in

- **Total Gate Receipts, Other Receipts, Total Expenses** and agreed upon school percentage of the **Net Receipts**.
- The system calculates: **Total Gross Receipts, NCHSAA Share** and **Adjusted Gross Receipts**.
- Then hit **Save**

Endowment Game Finance Form

Sport: Basketball, Men's

Host School: Test

Guest School: Bye

Contest Date: 02/04/2020

Total Gate Receipts

Other Receipts (Radio/TV)

Total Gross Receipts

NCHSAA Share

Adjusted Gross Receipts

Total Expenses

Net Receipts

NCHSAA is to receive 25% of Total Gross Receipts. The remaining profit split is to be agreed upon between the host and visiting schools. Please type in the percentage of the **Net Receipts** which has been agreed upon for both schools.

Host School %

 \$0.00



Visiting School %

 \$0.00

You will see this icon under the **Invoice** column, click that to view and print the invoice.



This is what the invoice will look like. Print this and return to the NCHSAA as instructed.

		<p>222 Finley Golf Course Rd. Chapel Hill, NC 27517</p> <p>Submit this invoice along with payment to: NCHSAA Attn: Gary Cavanaugh PO Box 3216 Chapel Hill, NC 27515</p>	<h2 style="margin: 0;">INVOICE</h2> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Invoice #</th> </tr> <tr> <td>06-14-2019</td> <td>424</td> </tr> <tr> <th style="text-align: left;">Due Date</th> <td></td> </tr> <tr> <td>06-24-2019</td> <td></td> </tr> </table>	Date	Invoice #	06-14-2019	424	Due Date		06-24-2019													
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Endowment Game - Test</th> <th style="text-align: center;">Rate</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Baseball, Albemarle vs Test - 06-14-2019</td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: right; padding: 2px;">\$375.00</td> </tr> <tr> <td colspan="3" style="padding: 2px;"> Total Gate Receipts: \$1000 Other Receipts (Radio/TV Fees): \$500 Total Gross Receipts: \$1500 NCHSAA Share: \$375.00 </td> </tr> <tr> <td colspan="3" style="padding: 2px;"> Albemarle Share: \$437.5 Test Share: \$437.5 </td> </tr> <tr> <td colspan="2" style="padding: 2px;">Total Amount:</td> <td style="text-align: right; padding: 2px;">\$375.00</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Payment Credit:</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Balance Due:</td> <td style="text-align: right; padding: 2px;">\$375.00</td> </tr> </tbody> </table>		Endowment Game - Test	Rate	Amount	Baseball, Albemarle vs Test - 06-14-2019	1	\$375.00	Total Gate Receipts: \$1000 Other Receipts (Radio/TV Fees): \$500 Total Gross Receipts: \$1500 NCHSAA Share: \$375.00			Albemarle Share: \$437.5 Test Share: \$437.5			Total Amount:		\$375.00	Payment Credit:		\$0.00	Balance Due:		\$375.00	<p style="text-align: center;">Checks payable to: North Carolina High School Athletic Association</p>
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<input type="button" value="Print Invoice"/>																							

NOTES:

- If an endowment game is with a team in your conference, you cannot count that game as an endowment game. However, if this is the third time the two teams have played (exhausted conference play) then you can count that game as an endowment game. Just select **No** that it is not a conference game.
- Email confirmations are not sent from Home Campus for games scheduled. You can view the games and status all on Home Campus.
- If there is no split between the two schools, just put in 100% and 0% accordingly to indicate the money went to the one school with 100%.