

# Booster Club General Fund Request

## Spending Guidelines

**Requests can only be submitted during the school year between September 1<sup>st</sup> and the 1<sup>st</sup> Monday in June.**

### **Purpose**

These guidelines apply to requests against the Booster Club General Fund. For requests against an individual group fund please see the Booster Club Individual Group Spending Guidelines and Fund Request. The intent of the guidelines is to assist the Liberty Booster Club, coaches, directors and Booster Representatives to be good stewards of the General Funds within Booster Club.

### **Process**

All requests must be e-mailed to the Booster Club General e-mail ([libertyhighboosters1@gmail.com](mailto:libertyhighboosters1@gmail.com)) for review at least one week prior to the Booster Club monthly meeting when the formal request is going to be made. Requests over \$1,000 must also be approved by the Liberty High Principal. These requests must be sent to the Principal and Booster Club General e-mail for review at least two weeks prior to the Booster Club monthly meeting when the formal request is going to be made. Each proposal for funding must be presented, by the program Coach/Director and/or Booster Rep, at a general meeting for approval. Plan on requesting funds before you need them.

Each Booster group is required to have a Parent/guardian Representative who will co-sign all funding requests along with the coach/advisor of the group. The Parent Representative must be a current member of Booster Club and cannot also be the Coach or Advisor. Groups who do not have a Booster Rep with a current membership will not be able to request general funds.

### **Use of General Funds**

General Funds may be used for the following:

- EQUIPMENT – General Funds may be used for resources staying with the program or school from year to year such as equipment (basketballs, helmets, props, flags, etc).
- UNIFORMS – General Funds may be used for uniforms staying with the program. Exceptions to this rule may include supplemental assistance when needed for sports/activities that have consumable uniforms each year (drill, cheer, swim/dive, dance).
- TOURNAMENTS AND CAMPS - General Funds may be used to fund tournaments and camps and will be evaluated on a case by case basis.
- COACH/DIRECTOR ITEMS – General Funds can be used for licensing, training and development of coaches or directors of Booster groups. These types of requests are encouraged as they help improve our programs. Booster Club funds cannot be used as pay or to supplement pay for coaches or directors.
- TRANSPORTATION - There are liability issues and procedures inherent in requests covering transportation. Granted requests must be gifted to ASB for dispersal and must be approved through ASB, as well.

General Funds may not be used for the following:

- APPAREL – General Funds may not be used for personal apparel (i.e. items with name or number or items students will keep).
- FOOD - General funds cannot be used for food at banquets, practices, tournaments, etc.
- RECOGNITION AWARDS - General funds may not be used for end of season recognition plaques or awards.

Any questions about these guidelines can be directed toward a Booster Club Board Member.

# Booster Club General Fund Check Request Form

All requests must be e-mailed to the Booster Club General e-mail ([libertyhighboosters1@gmail.com](mailto:libertyhighboosters1@gmail.com)) for review at least one week prior to the Booster Club monthly meeting when the formal request is going to be made. Requests over \$1,000 must also be approved by the Liberty High Principal. These requests must be sent to the Principal along with the Booster Club President and Booster Club General e-mail for review at least two weeks prior to the Booster Club monthly meeting when the formal request is going to be made. Each proposal for funding must be presented, by the program Coach/Advisor and/or Booster Rep, at a general meeting for approval. Please bring copies of the request to the meeting to share with membership. In most cases, a response will be given the same evening. **Requests can only be submitted during the school year between September 1<sup>st</sup> and the 1<sup>st</sup> Monday in June.**

Sport/Activity: \_\_\_\_\_ Requested by: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Timeframe when funds are needed: \_\_\_\_\_

Requesting funds for:

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Explanation of expense: Things to consider: How many people do the funds benefit? Why is this important to your program? What impact will this have on the continuation of your program at Liberty? Please add additional pages as needed.

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If additional fundraising efforts have been made, please describe them:

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Booster Club Individual Fund balance: \_\_\_\_\_ Will these funds be used along with above request?  
If no, explain. Individual Fund balances can be obtained from the Booster Treasurer.

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Sport/Club Contact Name and address:

Address to send check (if different from Contact)

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*Coach/Director: I have read the spending guidelines on page 1 of request and would like to apply for funding as describe above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Rep: I have read the spending guidelines on page 1 of request and would like to apply for funding as describe above. I am a current member of Booster Club.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Booster Club To Complete:

Approved? \_\_\_\_\_ Date Approved/Rejected: \_\_\_\_\_