



## BERTHOUD HIGH SCHOOL ATHLETICS BOOSTER CLUB

### PROCEDURES FOR REQUESTING FUNDS

The BHS Athletic Booster Club (the "Club") is a 501(c)(3) non-profit organization run by parent volunteers. All spending of Club funds is entirely in the Club's discretion and must be approved by a majority of the elected Board and, in some instances, by a majority of the members of the Club. To ensure adequate funds are available and to allow adequate time for the Board to review each request, the following procedure must be followed when seeking any funding from the Club. Failure to follow these procedures may result in the denial of the request.

1. A Funding Request Form (available on [berthoudspartans.org](http://berthoudspartans.org) or from the Athletic Director or the Club's Board) must be completed in its entirety. In completing the form, the Requesting Party should thoroughly detail the necessity of the requested items, the overall benefit to the team, the team's own fundraising efforts, and why the financial need is above the team's own fundraising efforts.
2. The Requesting Party must attach to the submitted Funding Request Form a minimum of TWO (2) quotes from vendors showing the quantity and price of the items for which funding is sought. If this is not possible, the Requesting Party must explain the reason for the inability to provide the required estimates.
3. The Requesting Party must submit the completed Funding Request Form to the school's Athletic Director prior to submission to the Club's Board. The Athletic Director will review the Funding Request Form and provide any comment helpful to the Board. The Funding Request Form will then be forwarded to the Club's Board by either the Athletic Director or the Requesting Party, however, the Requesting Party is ultimately the party responsible for ensuring that the Funding Request Form is delivered to the Board after the completed review of the Athletic Director.
4. Completed Funding Request Forms received by the Club's Board after Athletic Director review will be discussed by the Club's Board at its monthly meeting so long as the completed Funding Request Form is received by the Board **at least 48 hours prior to that month's meeting**. The Club's Board will not consider requests provided less than 48 hours prior to any meeting. Late requests will be addressed at the following month's meeting unless a specific reason is set forth for the emergency request.
5. It is preferred that the Requesting Party attend the monthly meeting to personally present the request to the Club's Board and to answer any questions that the Club's Board may have.
6. The Club's Board may consult with the Athletic Director who may be asked to give an unbiased opinion regarding the approval or denial of the request.
7. Any request over \$2,000.00 must be approved by both the Club's Board and the general members.
8. The Requesting Party will be contacted by a member of the Club's Board or the Athletic Director within 24 hours of the meeting to inform them of the outcome.
9. Requesting Party's are advised to allow for up to 45 days for the processing of a funding request unless an emergency need is presented and expressed to the Board.