

EISENHOWER ATHLETIC BOOSTER CLUB COACHES REQUEST FOR FUNDS PROCESS

2017-2018 School Year

The following is the procedure for Coaches to request funds from the Eisenhower Booster Club per the Club's By-Laws:

In order to qualify for approval of funds, the team requesting funds must comply with the following 'Funds Request Requirements' **PRIOR** to funds being disbursed:

- A 'Team Parent' must be identified (Name, phone number & email provided) – Roles of Team Parent outlined on <https://eisenhowerathletics.com/hq2018boostercommittees/>
- A team 'Web Site Representative' must be identified (Name, phone number & email provided) – Roles of 'Web Site Representative' outlined on <https://eisenhowerathletics.com/hq2018boostercommittees/>

1. Coach obtains the Coach's Request Form from the Athletic Director (AD) and completes the form
2. Coach confirms that they have complied with the 'Funds Request' requirements and indicates on form that requirements are met. If 'Team Parent' or 'Web Site Representative' is being provided for the first time, include the required information stated on form. If the answer to 'Funds Request Requirements Met' is 'NO', do not move forward with request until requirements are met. If form is complete, forward to the Athletic Director.
3. AD confirms that all 'Funds Request' requirements have been met and, if approved, provides a copy of the Coach's Request with his approval to the Booster Club President.
4. The President will then disseminate the Coach's Request via E-mail to the Review Panel (Board of Directors including Parent at Large) and solicits their comments and vote. The Review Panel will be given 7 days to reply via e-mail to the President. Review Panel members who do not vote by the deadline, forfeit their vote. A Majority vote is required to approve funding. A tie is decided by majority membership vote at the next monthly meeting. Requests for funds \$200 or less may be approved by the President, in accordance with the Athletic Booster Club By-Laws without submission to the Review Panel.
5. The President will compile the votes and comments from the Review Panel and publish them to the panel members. The President will forward the vote to the AD with the Approval or Denial of the Coach's Request. If the purchase value is \$3500 or more, the Request must then get the further approval of the membership at large by a vote conducted at the next Monthly Meeting.
6. The AD will notify the coach of the Review Panel's vote. If approved, the Coach can proceed to make the purchase. If funds are needed in advance, the Coach can contact the Athletic Booster Club Treasurer to make arrangements. If the item will be invoiced, the Coach completes the Request when he submits the invoice for payment to the Treasurer.

*Coaches are not required to make their request at a monthly meeting, however encouraged to attend if the request is being made at a Monthly Meeting. Coaches are only required to obtain the AD's approval.

Request # _____
(Assigned by EHS Athletic Boosters)

P.O. # _____
(Assigned by EHS Athletic Boosters)

Eisenhower Athletic Boosters Club

ikeboosters@eisenhowerathletics.com

COACH'S REQUEST FORM FOR FUNDS

GO EAGLES! Coaches, we welcome your requests *and* participation!

Please read and follow the Coaches Request for Funds Process prior to submitting request. The following is meant to be a summary of the process:

1. Coaches acquire and complete form per the process. To qualify, the coach must ensure that they meet the 'Funds Request' requirements **PRIOR** to submitting the request. This must be noted on the form by indicating 'YES' next to 'Funds Request Requirements Met' on form.
2. The form is forwarded to the Athletic Director (AD) to ensure all required information is provided and to be approved / denied
3. If the AD approves your Request, it is then forwarded to the Booster Club President for review and approval by Review Panel.
4. The AD will inform you if your funds were approved by the Review Panel. If funds are approved, you must provide invoices to the Treasurer and make arrangements for payment with the Athletic Booster Club Treasurer. Funds remain committed for six months from the date of approval.

TO MAKE A REQUEST: E-mail this completed form to the Athletic Director (AD), John Bertich, at john.bertich@uticak12.org and deliver one hard copy of this form with attached copies of two other bids to the AD:

- A. Varsity / Club Sport (**Required**) _____
- B. Name of Coach making request (**Required**) : _____
- C. 'Funds Request Requirements' met (**Required**) (YES / NO) _____
- If providing 'Team Parent', indicate name / phone number / email: _____
 - If providing 'Web Site Representative, indicate name / phone number / email: _____
- D. Items requested and description (**Required**):

- E. Cost of Item(s): _____
- F. Shipping _____
- G. **Total cost of request** _____
- H. Attach copies of two other bids (for AD) and detail their costs below (**Required**):
1. Price/Source _____
 2. Price/Source _____

ATHLETIC DIRECTOR (AD): Has (have) this (these) item (items) been paid for in the past by the District? _____
Has a current request been made to the District for this (these) item (items)? _____
Result of request? _____ Athletic Director's Signature: _____
Date Approved _____ Date emailed to Ike Booster President _____