

PATRIOT HIGH SCHOOL TEAM/CLUB BOOSTER FUNDING REQUEST PROCEDURES

1. Procedure

- A. The Team Coach/Club Sponsor completes the Funding Request Form including all supporting documentation related to the request in accordance with the schedule outlined herein.
- B. The Funding Request Form and all supporting documentation is routed to PHS Activities Director for review.
- C. The PHS Activities Director reviews request, verifies the current balance of the Team/Club dedicated Booster Club account or Team/Club school account, and makes a preliminary determination whether the request should be considered by the PHS Boosters or should be funded using the dedicated Team Club School Account or the dedicated Team/Club Booster Account.
- D. The PHS Activities Director provides a summary report to the Board of Directors of the Booster Club at the next scheduled General Membership Booster Club meeting. The report may be written or verbal depending on the complexity of the request.
- E. After report is delivered to the Booster Club, the Board of Directors of the Booster Club renders an official determination whether or not a funding request is to be officially considered by the Board of Directors of the Booster Club and if an official presentation of the request needs to be made by the Team Coach/Club Sponsor at the next scheduled General Membership meeting of the Booster Club.
 - a. A request may be considered by the Board of Directors of the Booster Club without an official presentation. The determination of a presentation requirement is at the sole discretion of the Board of Directors of the Booster Club.
- F. Within twenty-four (24) hours, PHS Activities Director provides the information related to the initial decision by the Board of Directors of the Boosters Club to the Team Coach/Club Sponsor.
- G. If a presentation is required, it is to be made at the next regularly scheduled Booster Club General Membership meeting. The Team Coach/Club Sponsor (or a designated representative) is required to be present in order for the presentation to be heard by the Booster Club. Participation in the presentation by the Team/Club student members is highly encouraged, however, not required.
- H. Upon completion of the presentation requirement, the Board of Directors of the Booster Club will act on the Funding Request in their closed Board Session immediately following the General Membership Meeting. The Board of Directors of the Booster Club may approve, reject or table the request for further discussion or research.
- I. Within twenty-four (24) hours, PHS Activities Director provides the information related to the final decision made by the Board of Directors of the Booster Club to the Team Coach/Club Sponsor.

2. General Funding Guidelines

The following guidelines will be applied to assure that the Booster Club's support is equitable:

- A. The number or percentage of students who are involved in, or affected by, the activity related to the funding request will be a factor in the consideration.
- B. The funding request must be related to an approved school related activity in which any student is eligible to participate.

- C. General overall need for the item(s) outlined in the funding request will be considered.
- D. All possible sources of funding (school budget funding, individual fundraising, etc.) will be taken into account.
- E. Pricing from a minimum of three (3) different vendors is required for all funding requests.
- F. Stipends such as salaries or allowances will not be considered.

3. Documents required for a Funding Request

- A. Funding Request Form
- B. Copies of all vendor pricing
- C. Any other documents deemed relevant by the requestor or required/requested by the Board of Directors that provides the information required for consideration of the funding request.

4. Schedule

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| A. | Funding Request Submitted: | First day of the month |
| B. | Funding Request Report Submitted to PHS Boosters: | Second Tuesday of the month |
| C. | Funding Request Presentation: | General Booster Club meeting the following month |