



# BOOSTER CLUB

## Request for Funds – Donations Policy

The primary purpose of the Booster Club is to support high quality athletic experiences for the students of the Boyceville School District. Our policy for donations is based upon our goal of maximizing the use of Booster Club resources and encouraging collaborative decision making within the District.

### Up to \$1000

An in-person presentation should be made, along with the Booster Club Request for Funds form submitted at a regularly scheduled Booster Club meeting. The Requests for Funds form must include the endorsement of the BHS Head Coach of the relevant program. Requests for these amounts may be acted upon at the time when they are initially presented at a Booster Club meeting or may be held over for action until a later meeting.

### \$1001 or more

A mandatory in-person presentation must be made by the individual making the request, along with a Booster Club Request for Funds form submitted at a regularly scheduled Booster Club meeting. Endorsements must be included from the BHS Head Coach of the affected program, the Athletic Director, and the Building Administrator of the school where the affected program operates (BHS or TCE). Requests for these amounts will receive an initial review when first presented at a Booster Club meeting and then will be considered for action at a subsequent meeting of the Booster Club. Typically, this means a 30-day wait from the time of the initial presentation and review until Booster Club action.

### Guidelines

Requests for funds for non-athletic purposes are rarely approved but may be considered in amounts under \$100. Booster Club funds must be used in accordance with all applicable policies and regulations of the WIAA and of the District. Funds may not be used for the purchase of alcoholic beverages.

### Notification

One of the Booster Club Officers will notify the relevant parties as to Booster Club actions regarding funding requests.

### Disbursement of Funds

Club funds that are to be used for District programs will be disbursed directly to the District. The District may then make the purchase and/or defray District expenses in accordance with the approved request.



# BOOSTER CLUB

## Request for Funds

Request Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Sports Program: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date Needed By: \_\_\_\_\_

Purpose:

Signed Endorsement by Head Coach: \_\_\_\_\_  
(Required for ALL requests)

Signed Endorsement by Athletic Director: \_\_\_\_\_  
(Required for ALL requests)

Signed Endorsement by Building Administrator: \_\_\_\_\_  
(Required for ALL requests)

CLUB ACTION DATE: \_\_\_\_\_

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DECLINED

\_\_\_\_\_ HOLD FOR LATER CONSIDERATION

FINAL AMOUNT APPROVED: \$ \_\_\_\_\_

AUTHORIZED CLUB SIGNATURE (S): \_\_\_\_\_  
\_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

CHECK # \_\_\_\_\_ DATE FUNDS TRANSMITTED: \_\_\_\_\_