



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.

Request

An in-person presentation is recommended by the individual making the request, along with a completed 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 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.

Guidelines

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. Requests for funds for non-athletic purposes are rarely approved but may be considered in amounts under \$100.

Notification

The Athletic Director or 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: _____