

## FUNDS REQUEST POLICY

Whereas it is an element of the mission of the Auburn Booster Club (ABC) to financially support activities at Auburn High School (AHS), then it is the purpose of this policy to guide the Board of Directors in their decision-making toward disbursement of Club funds.

### Intent

While it is the policy of the ABC to accept requests for financial support from any group affiliated with AHS, it is the intent to support extracurricular activities that have limited or no support from the school district.

There will be an equitable distribution of funds between athletic and academic and fine arts activities. The treasurer will keep a tally of distributions made to school activities by the ABC for two years ending June, 2004, working toward a compilation of four years. Subsequent records will be available for reference at meetings when distributions are discussed as an aid to Directors to determine that equitable distribution is being made over said period. The record will be divided between athletic department supplements, school improvements, athletic teams, extracurricular teams and fine arts groups.

### Direct Benefit from Fundraising Encouraged

Advisors and coaches of extracurricular activities will be advised of and encouraged to take advantage of opportunities to participate in ABC fundraising activities that will specifically benefit their clubs depending on participation.

### Notification

Fundraising opportunities and the funds request policy will be presented to faculty and coaches meetings at the beginning of the school year and will be published on the club's website. Letters with the Funding Policy and a Funding Request Form will be mailed to all teachers and coaches.

### Requests for Funds From Earnings of ABC

Requests for funds will be presented in person by a representative of the organization so there is an opportunity for questions to be answered.

Requests will also be presented in writing on the ABC "Request for Funds Application," which will include information regarding the club, the advisor, the project to be funded, total cost of the project, number of students involved, other sources of funding to the project, to whom the check should be written. The presenter may supplement the form with additional information. If requests are for capital expenditures over \$500, the request should include two quotes on the cost of the project. The presenter should designate the quote they are choosing and include an explanation of why that quote was chosen.

In order to facilitate budgeting, beginning with the school year 2007-2008 the dates for requesting funds will be changed to September, January and April. The requests are to be presented at the ABC meetings. Advisors who anticipate even the possibility of future needs are encouraged to request an estimated amount to be set aside until actual receipts can be submitted. Discussion is open to all present. Unless the amount of the request exceeds set limits, a majority vote of the Board of Directors present signifies acceptance of the request.

Requests for over \$1,000 require the approval of two thirds of the elected Board of Directors.

Requests for over \$50 per student affected require the approval of two thirds of the Board of Directors.

In the event that an Auburn group realizes an unanticipated financial need, a request may be considered at any time. The requests need to comply with regular policy including written request and representation at a regularly scheduled monthly meeting. If that timing is not possible, the Booster Club will accept a written request and conversation with the board president. A majority e-vote can approve funding up to \$500. This would apply to groups who qualify for additional competitions due to success at local levels.

In order to quickly respond to requests for support of fundraising or 'benefit' events, the Executive Committee has power to authorize donations (i.e. Spiritwear) up to a value of \$100 by majority vote.

#### Requests for Funds from Outside Parties

ABC has tax-exempt status from the IRS. Therefore, it is able to request tax deductible donations from the public on behalf of AHS extracurricular activities.

There are two types of projects that lend themselves to this type of funding. The first is larger projects that benefit a large number of students, i.e. capital improvements projects with costs of over \$1,000. The second is an ongoing annual sponsorship of a club.

The ABC is willing to work, in this capacity, with the advisors of school groups to develop proposals to submit to charitable foundations or corporations with charitable funds to disburse. It will be within the scope of the fundraising committee to supervise these efforts.

In order to present a viable proposal, advisors will be required to present, at a minimum, the same information requested on the "Request for Funds Application."

It is the intent of the ABC to ensure that funds requested in this manner are not absorbed by the school district but are a contribution to the extracurricular activities supported by the ABC.

#### Considerations

When reviewing a request the Directors should consider and discuss:

- Whether the request is acceptable as support of extracurricular activities
- ABC cash balance
- ABC current and future liabilities
- Previous grants for the last two to four years to that particular segment, (athletics, academics and fine arts)
- Previous grants for the last two to four years to that particular team or organization
- If the request is for capital expenditures of more than \$500, a minimum of two quotes on the cost of the project should be included.
- Other sources of funds and fundraising to the club, including willingness to participate in self-directed fundraising opportunities provided by ABC.

Policy updated 5/14/07

