

WOODSTOCK ACADEMY BOOSTER CLUB REQUEST FOR FUNDS GUIDELINES

Purpose and Philosophy

- I. The primary purpose of the Club is to provide support to the students participating in athletic activities at the Woodstock Academy.
- II. We believe all students, parents and community benefit from participation in athletic activities and that it is important to the success of WA.
- III. Distribution and the use of funds will be determined by a majority vote of the Booster Club Committee in attendance.
- IV. It is the purpose of the Club to supplement funding of extra needs of athletic activities, not to replace appropriated funding in the school budget.
- V. We believe that members of all of WA athletic programs need to assist in fund raising events during the school year. It is required that a team representative (parent or coach) be present at our meetings on a regular basis prior to a coach's request being considered.

Items not typically covered

The following requests for funding assistance are discouraged and, absent some unusual circumstance, will generally be denied:

1. Requests for funding of travel.
2. Requests for team uniforms or apparel.
3. Certain types of Equipment/Facility Items.
4. Other items covered under the school's budget.

Procedures

Procedure for Requesting and Approving Funds

1. The Coach completes the top portion of the form, which includes the following information:
 - a) The purpose for which the money will be used;
 - b) The amount of money requested;
 - c) Preferably two quotes from two different vendors
 - d) The approximate number of students who will participate and benefit from the funding;
 - e) An explanation of how the funding would directly benefit Woodstock Academy athletes;
 - f) The reason the funding request is necessary, and the efforts that participating students and their parents have made, or intend to make, to provide financial support for the subject of the request.
2. The Coach submits the request form to the Athletic Director.
3. The Athletic Director will review the request and make a recommendation to the Booster Club, by filling out the Athletic Director portion of the request form.
4. The Athletic Director then gives the form to one of the officers of the Booster Club.
5. The Booster Club members will review and present all requests at the next scheduled meeting.
6. An Executive Board member will then notify the Coach as well as the Athletic Director of the Booster Club's decision.
7. If approved, The Booster Club will issue a check to the vendor for the approved amount.

WOODSTOCK ACADEMY BOOSTER CLUB COACH'S REQUEST FORM

1. This portion to be completed by the Coach

DATE: _____ DATE NEEDED BY: _____

SPORTS TEAM REQUESTING FUNDS: _____

NAME OF COACH: _____

AMOUNT REQUESTED: _____

ITEM(S) BEING REQUESTED: (Include TWO quotes from two separate vendors)

APPROXIMATE NUMBER OF STUDENTS TO BENEFIT FROM THIS REQUEST: _____

HOW WILL THIS FUNDING BENEFIT THE WA ATHLETES: _____

NAME OF THE "BOOSTER CLUB" TEAM REPRESENTATIVE (PARENT OR COACH): _____

COACH SIGNATURE: _____

2. This portion to be completed by the Athletic Director

DOES THIS REQUEST FALL UNDER THE SCHOOL BUDGET? YES / NO (circle answer)

COMMENTS: Please provide a brief explanation for your support of this request.

ATHLETIC DIRECTOR SIGNATURE: _____

3. This portion to be completed by the Booster Club

Date Request Received: _____ VOTE DATE: _____

Prior history of funding from the Booster Club:

APPROVED / DENIED (circle decision)

Booster Club Member Initials: _____

COMMENTS:

