

Booster Club Funding Request Procedures

Overview:

The vast majority of the booster club's funding comes from the Presidents Bowl and memberships. Each activity is required to have a representative at a minimum of 10 meeting each year. The direct allocation can be cut by 10% for each meeting that a representative is not in attendance, if less than 10 in total. For example, if an activity only had a representative at 8 meetings during the year, that activities funding could be cut by 20%. The booster club operates on a calendar year, not a school year. Therefore, a budget is completed and new allocations will be made in January each year.

Direct Allocations:

Each activity receives a direct allocation every year based on the number of participants in the activity. The process for requesting funds is as follows: The coach or activity coordinator needs to fill out an allocation request form which asks for the details about the request and needs to get it signed off on by the principal or activities director. These forms should be available in the school office. Alternatively you can download and print them from rooseveltboosters.com. After the request form has been filled out, the request will go to the booster club budget committee. That committee meets once a month, usually the same day of the normal booster club meeting. If a request is approved at that meeting, it would be a few days after that that the funds would be available.

Special Allocations:

In addition to direct allocations, we entertain SPECIAL allocation requests 3 times a year, in September, December, and April. There is a limited amount of money available at these times that all activities can request. Right now that is \$4000 each period. The process for requesting funds for both direct allocations and special allocations is basically the same, just be sure to fill out a "special request" form. Remember that SPECIAL requests are only entertained 3 times a year, with no guarantee that the full amount of the request will be granted. Each time can be a little different depending on the number of requests we get, the dollar amount of requests made and the type of requests. Guidelines for the budget committee's handling of special requests is on the booster club website.