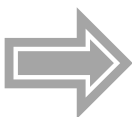


Stadium Booster's Grant Request 2017-18



SEE REVERSE SIDE FOR POLICIES, PROCEDURES & REQUIRED SUPPORTING DOCUMENTS



Grant Request Schedule

Meetings are held monthly on the 1st Monday that classes are in session.
6:00 PM @ SHS Library

Meeting Date	Request due prior Monday	Meeting Date	Request due prior Monday	Meeting Date	Request due prior Monday
Sept 11, 2017	9/4	Dec 4, 2017	11/27	Mar 5, 2018	02/26
Oct 2, 2017	9/25	Jan 8, 2018	1/01	April, 9, 2018	0
Nov 6, 2017	10/30	Feb 5, 2018	1/29	May 7, 2018	4/30
				June 4, 2018	N/A

Date of Request: _____ Date Received: _____ Date Presented: _____

Team, club or department: _____

Submitted by: (print name) _____

Amount requested: _____ Funds needed by: _____ Booster Club member: YES NO

Funds will be used to purchase: _____

Benefits expected: _____

List fundraising performed and sums earned: _____

List funding requests made to/provided by other sources: _____

Reason for NOT using existing ASB Funds and/or Mini Booster Funds: _____

What was your group/club participation level in the Booster Auction?

- Provided item(s)
 Set up
 Procurement
 Advertising
 None

Signature: _____

Contact phone number: _____ email: _____

Department Head: _____ (Signature - REQUIRED) Date: _____

Principal: _____ (Signature - REQUIRED) Date: _____

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To be completed by Grant Chairperson

2017/18 Approved by Membership: YES NO Amount approved: _____

STADIUM BOOSTER CLUB GRANT POLICIES AND PROCEDURES

- Students, teachers, staff and school organizations recognized by Stadium ASB may apply for funds. Requests from outside organizations will not be considered.
- ***A copy of your ASB 400 account bank summary and Mini-Booster bank statement (if applicable) must accompany your grant request. Statements cannot be more than 30 days old.***
- ***Grant requests will not be considered more than 60 days prior to event. Exceptions can be made if commitment/contract terms necessitate.***
- Grant requests will be voted on at a membership meeting. Grant requests are approved or denied by a majority vote of the active membership.
- Grants submitted by Active/Voting Stadium High School Boosters Club Members, will be considered in preference to General/Sustaining Members.
- Grants submitted by General/Sustaining Members of Stadium High School Boosters Club will be considered at the penultimate Stadium High School Boosters Club Meeting.
- A Mini Booster Group Executive Member must attend at least four (4) meetings per year to be eligible for their group to receive grants. Three (3) of these meetings may be from the previous school year.
- Requests must be for school related activities and preferably benefit the school as a whole.
- Boosters do not retain ownership of items funded by grant requests however; equipment purchases must be shared among Stadium departments without charge.
- Grant requests **MUST INCLUDE**: Clearly defined taxes, shipping costs and bids/pricing from three sources
- Grant requests need to be made **BEFORE** purchasing materials or beginning the activity. Requests for reimbursement of money already spent will be granted only in exceptional circumstances.
- Grant request must be signed by Department Head and Principal before submission.
- Food costs are not allowable. Boosters prefer to fund infrastructure, not consumables.
- Awards & award banquets are not funded by Boosters.
- Individual uniforms are not funded; exceptions are addressed on a case by case basis.
- If requests are \$500 or more, the applicants or their representatives must present their request in person at a regularly scheduled Booster Club meeting. Limit the presentation time to **five minutes** and be prepared to answer questions from the membership.
- Following the presentation and questions, presenters will be excused from the meeting. A decision will be communicated to the requestor by a member of the Grant Committee.
- The Stadium Auction is the primary funding source for grants, so participation in the event is strongly encouraged and a contributing factor in Grant approval.

To ensure an equitable distribution of funds to school programs, there is a **\$10,000 limit** to athletic teams, clubs, arts or academic areas, over a three year period as stated in the Bylaws. *This three year period began with the 2004-2005 school year.*

The Booster Club Grant Committee will review all grant requests to ensure compliance with criteria. Only criteria compliant grant requests will be presented to the membership for consideration

Feel free to contact Grant Committee Chairperson: **Melissa Hayes 253-318-5337 or MHayes@StadiumBoosters.org**