



GRANT HIGH SCHOOL BOOSTER CLUB

Funding Request Criteria, Process and Timeline

Criteria and Priorities

- A club, team, group or the Principle may request funds from the Boosters.
- A club, team or group must be approved by the Athletic Director, Activities Director or be a school-sanctioned group and have an official school account to collect money (that is set up with the school accountant).
- The requested funds should be for an extracurricular school activity, item, sport, event or performance.
- Requests for matching funds are given a priority. In other words, the requesting entity needs to have a plan to raise funds during the current school year, or have already completed the fundraising activity. The Booster Club does not fund 50% or more of a club's, team's or group's budget.
- Consideration will be given to whether other sources of funding are available.
- Requests which benefit the largest number of Grant High School students will be given priority. Student participation is a key part of Booster funding evaluation.
- Clubs, teams or groups are expected to volunteer their time and effort to Booster activities such as parent involvement, attend meetings, staffing concessions, raffle ticket sales, donating towards the annual Booster Auction (with a basket or other item) or be creative.
- Consideration is given during the year to the total amount of funds available for distribution and on the estimated request totals submitted by the coaches/advisors in May of the previous year.
- Consideration will generally not be given to cover costs for voluntary, off-season training-related camps or expenses.
- Booster Club funding is intended to enhance students and their extracurricular activities. Booster funding is generally NOT directed towards coaches and or leadership payment, stipends, travel, expenses or rewards.

Process

1. A Booster Club Funding Request Form can be obtained on the Booster Club website at www.grantboosters.com.
2. Fill out the form completely. Please be specific as to your request, including why Booster Club funding is needed. Include what type of fundraising the group has performed on their own.

3. Provide the Booster Club Board with a clear and concise budget picture including expenses, income, student fees, fundraising amounts and projections.
4. The funding request MUST be signed by either the Athletic Director, the Principal or the Activities Director to be considered for funding.
5. The request must be emailed to the Booster Club email at grantboosters@gmail.com no less than 5 days prior to the next scheduled Booster Club meeting.
6. An adult advisor, coach or adult team representative and/or, if possible, a student representative must attend the Booster Club meeting to present the request and answer questions from the Board to be considered for funding.
7. Booster Club meetings are held on the second Tuesday of every month from September through May at 7:00 P.M. in the Grant High School College and Career Center, Room 130, across from the Library.
8. All funding requests must be approved by a majority of the Booster Club Board present at the meeting in which it is reviewed.

Timeline

- The request must be emailed to the Booster Club email at grantboosters@gmail.com no less than 5 days prior to the next scheduled Booster Club Board meeting.
- Requests will be considered during the next scheduled Booster Club Board meeting.
- Plan and be prepared to explain a funding approach for your program besides the Booster requested portion (student fees, fundraising, etc.).
- Funds from approved requests will be distributed to the club's, team's or group's accounts set up by the Grant accountant within 2 weeks from being approved by the Booster Club Board.
- In some cases, the Booster Club Board may come back to the club, team or group and request additional information.
- Emergency requests may be considered at times other than at board meetings. The requests need to have a Booster Club Funding Request form filled out. In such cases, members of the Booster Club Board will be contacted and a special meeting may be convened.
- In May of each school year the Athletic Department and its teams shall submit a separate consolidated budget for the following year.