

South Tahoe Vikings Booster Club Funding and Reimbursement Request (READ CAREFULLY): This form must be submitted to the STHS Boosters by email to sthsbclub@gmail.com **1 week prior to the Boosters' board meeting**, in order to be considered for payment at the next meeting. Boosters tentatively meets on the second Thursday of each month at 6:00pm in the Student Union at STHS. To be considered the requester or representative **MUST** be present and prepared to answer questions at the Boosters' meeting. Invoices, estimates or receipts are necessary for reimbursements. Boosters expects recipients commit to providing 4 volunteers for a Boosters' fundraiser (Edgewood Golf Tournament or other). Please only request what you need for the season there is not a guaranteed dollar amount per request. Please print clearly.

Today's Date _____

Did you ask VP Patrick Harnett 530-541-4111 x 1836 if this is a school expense vs. Booster expense? Yes or No

Person requesting funds _____ Position _____

Telephone _____ Email _____

Event and Date _____

Amount requested (attach copies of quotes or receipts) _____

Payable to _____

Purpose/ Details- (use additional paper or attachments if needed) _____

Student fundraising proposed/completed _____

Funds school is providing ASB _____ Funds parents are providing _____

Date money is required _____

Requestor shall remit invoices for payment or receipts for reimbursement within 60 days of funds request, or no later than 14 days after the end of their season or event. Unused funds will not be rolled over to the next year unless indicated at the time of the request.

Do you need funds held for a future date? Please explain: _____

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(STVBC Use Only)

Board Review Date _____

President Signature and notification date _____

Approved _____ Denied _____ Tabled _____

Check# _____ Date _____ Treasurer _____

Comments: Not exceed amount _____

STVBC Funding Request Procedures and Guidelines

The primary purpose of the STBVC is to raise funds for activities at South Tahoe High School. It is the express intent of the Booster Club to support students, faculty and staff engaged in all activities and school functions such as, but not limited to: academics, athletics, clubs, graduation, leadership, electives, substance abuse prevention, cultural awareness, etc.

The Board wishes to fund every individual or group requesting monies; however the Board is subject to available funds in the account. Therefore, as a general guideline, the Board has recommended this funding procedure. The Board has adopted a 50/50 funding request procedure for student activities. Whenever possible, the amount of the request should be equal to the amount raised. Further, the Board recommends that your request is not greater than \$100 per participant and no more than \$1000 per group. Boosters encourages requests that benefit lots of students and requests that boost student and athletes' experience. *These are general guidelines and the Board realizes that there may be exceptional circumstances where these guidelines may not apply.*

The Board realizes that some revenues raised are earmarked for specific items, ie. the Edgewood Golf Tournament is earmarked specifically for athletics. In this case, athletics will have a specific amount budgeted per sport season. Coaches or team representative will need to include receipts, invoices and/or estimate for a specific item to be reimbursed. All sports funds that are not requested during the academic year will not roll over to the next year; instead it will roll into a sports slush account and disbursed accordingly. Athletes and parents are still obligated to contribute in some way.

For budgeting purposes, the Board requests that all individual/groups that will need financial assistance from the Booster Club, submit requests for the entire school year no later than the September meeting. This will help Boosters budget funds for the entire year and ensure that request in the spring will have equal consideration of all funds, not just the remaining funds for that year. The board is aware that many requests will be submitted throughout the year and they will, of course, be considered. All requests should be submitted no later than one week prior to the board meeting to sthsbclub@gmail.com. To avoid delays, the Requester or an informed representative must be present at the Booster Board meeting to be considered for immediate payment. **Requestor shall remit invoices for payment or receipts for reimbursement within 60 days of funds request, or no later than 14 days after the end of their season or event. Unused funds will not be rolled over to the next year unless indicated at the time of the request.**

To standardize the funding request procedures and maintain equality, the Booster Board requires that each individual or group representative consider the following prior to submitting a funding request:

1. The amount of money the school will provide or ASB
2. The amount of money the students can raise through their own fundraising efforts
3. The amount of money the parents of the involved students will provide such as food, lodging

When the individual or group is ready to request financial assistance, the Booster Board asks that each representative submit a funding request, in writing, that specifies any or all of the following:

1. Cost of supplies necessary and the reason the supplies are necessary
2. An account of travel destination and benefits of attendance
3. An outlined budget of anticipated expenses to include as applicable:
 - a. Number of participants and chaperones
 - b. Airfare and/or ground transportation
 - c. Entry Fee
 - d. Hotel/Meals (note that the Boosters does not like to reimburse for hotel and meals)
4. Detailed information regarding how much money the school will provide, how much the parents will provide and how much the students have raised.

It is the expectation of the Board that this information, as well as the Boosters Board meeting attendance of an informed representative, will help standardize funding procedures and will insure fair and impartial funding to all eligible recipients.