

APPENDIX C

Troutman Middle School Athletic Booster Club **Policy for Allocation of Funds**

I. Purpose and Philosophy:

- a. The primary purpose of the Club is to provide support to that student participating in athletic activities at Troutman Middle School.
- b. We believe all student, parent, and community benefit from participation in athletic activities and that it is critical to the success of TMS.
- c. Distribution and the use of funds will be determined by a majority vote of the Boosters Club.
- d. 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.
- e. We believe that members of all curricular activities need to assist in fund raising events during the school year.
- f. The club does not intend to support activities or provide funds without the knowledge of the administration of Troutman Middle School.

II. Guidelines for allocation of funds by the Club:

- a. Impact the most students possible?
- b. Are for durable, reusable goods equipment?
- c. Are items being used by and for students?
- d. We will consider other special circumstances brought forward by AD or the Principal or by individual coaches or team representatives.

III. Procedures for requesting and approving funds:

- a. The Team Representative or Coach completes the top portion of the Request for Funds form, which outlines purpose and amount of request.
- b. The Team Representative or Coach submits the request form to the AD.
- c. The AD will review the request and make a recommendation to the Funds Allocation Committee by filling out the AD portion of the Request for Funds form. All requests must be submitted to the Club and signed by the AD.
- d. The form is then given to the Funds Allocation Chair by the AD.
- e. The Funds Allocation Committee will review and present all requests at the next Board meeting.
- e. The Funds Allocation Committee will then notify the Coach of Team Representative as well as the AD of the Booster Club's decision.
- g. The Booster Club will issue a check to the vendor or to the school for the approved amount.