

Sturgeon Bay Booster Club General Expectation for all Team Funding Requests

1. If head coach is not available to be the liaison between the Sturgeon Bay Booster Club and the team, the coach must provide the Sturgeon Bay Booster Club with a parent liaison to communicate between the team and the Sturgeon Bay Booster Club.
 - a. The liaison position is to facilitate communication of concession shifts and if applicable to assist with communicating staffing needs of the concession stand at your events.

2. If your team is going to apply for funding this year it is a requirement that at least 75% of your parents/guardians have worked 2 concessions shifts per child per sport. This assists in supporting the activities and funding that occurs from the Sturgeon Bay Booster Club.

3. Funding requests will required demonstration of active participation in Booster Club events. These events include:
 - a. Staffing concessions at all home games and events
 - b. Coach or parent sport liaison
 - c. Other Booster Club events

4. Funding requests must be paid within 2 month of approval or funding could denied.
 - a. Liaison must provide information to SBHS business office for payment.
 - b. Liaison must provide paid invoice to Booster Club President.
 - c. Requests must be made within 2 months of your last season game.
 - d. Coaches must have completed the year end review with the SBHS AD.
 - e. Liaison must be present at the Booster Club meeting at time of funding request.
 - f. Funding Requests must be submitted to the Booster Club by the Sunday prior to the monthly meeting to be considered. (1st Wednesday of the month)
 - g. All Funding Requests must be presented on the Booster Club Funding Request Form.
 - h. Funding requestor must provide a copy of your club's budget and a summary of expenditures for the previous 2 years with your Funding Request (upon request).
 - i. A member of the Booster Club Board will inventory and check in all Funding Request purchases with the Coach or Liaison at the time of delivery.
 - j. Special funding requests must be requested 2 weeks prior to the Booster Clubs monthly meeting.

5. Emergency Funding Requests of \$500.00 or less can be submitted and approved by a majority vote of the Booster Club Board. The Booster Club Board will either approve, deny or require additional information within 3 days of the request. Emergency Funding Requests may be made to the Booster Club President.