

## **Booster Club Individual Group Fund Request Spending Guidelines**

**Requests can only be submitted during the school year  
between September 1<sup>st</sup> and the 1<sup>st</sup> Monday in June.**

These guidelines apply to Individual Groups Booster Club Fund (Girls Soccer, Football, Cheer, NJROTC, etc.). For requests against the general Booster Club fund, please see the Booster General Fund Requests. The intent of the guidelines is to assist the Liberty Booster Club, Coaches, Directors and Booster Representatives to be good stewards of the individual group funds within Booster Club. The money in the individual group funds comes primarily from working concession events and/or from team fundraisers.

- Each Booster group is required to have a Parent/guardian Representative who will co-sign all funding requests along with the coach/advisor of the group. The Parent Representative must be a current member of Booster Club and cannot also be the Coach or Advisor. Groups who do not have a Booster Rep with a current membership will not be able to withdraw funds from their account.
- **EQUIPMENT:** The Booster Individual Group funds may be used to purchase resources that stay with the program or school from year to year such as equipment (basketballs, helmets, props, flags, etc.) similar to the general funds.
- **UNIFORMS:** Individual group funds may be used to purchase uniforms including required consumable uniform items such as socks or swimsuits.
- **TOURNAMENTS, CAMPS & TEAM BONDING:** Individual Group funds may be used to fund tournaments and camps and team bonding activities (including team meals).
- **TRANSPORTATION AND TEAM TRAVEL:** There are liability issues and procedures inherent in requests covering transportation. Granted requests must be gifted to ASB for dispersal and must be approved through ASB, as well. Funds may be used for team meals during required team/club travel. Spending guideline is \$15 per person/meal or \$45/person for all day events.
- **PERSONAL APPAREL:** Booster Club funds in the individual group fund are raised by families of all class years and team levels and therefore should be used to the benefit of all members of the group. Personal apparel that does not stay with the program, has a spending limit of \$15.00 per student. Fund requests for personal items will require an additional Booster Club parent member signature.
- **END OF SEASON BANQUETS:** Booster Club funds in the individual account are raised by families of all class years and team levels. Spending on the end of season banquet should benefit all members of the group. Plaques and trophies awarded should consider, and include, all class years and team levels. Spending limit for recognition plaques or other end of season banquet items are set at \$15 total per student. Fund requests for end of season banquets will require an additional Booster Club parent member signature. We suggest these amounts be requested early in the season so funds are available for event.
- **SENIOR RECOGNITION:** Booster Club funds can be used to honor seniors as it is expected that senior recognition will benefit every member participating in the program through their senior year. Spending limit for senior recognition plaques or other items are set at \$15 total per senior. Fund requests for senior recognition will require an additional Booster Club parent member signature. We suggest these amounts be requested early in the season so funds are available for event.
- **COACH/DIRECTOR ITEMS:** Booster Club funds can be used for training and development of coaches or directors of Booster groups. Booster Club funds cannot be used as pay or to supplement pay for coaches or directors.
- Any activities including food will require an additional Booster Club parent member signature.

## Booster Club Individual Group Fund Check Request

Submit this completed form along with receipts to the Booster Board General e-mail at [libertyhighboosters1@gmail.com](mailto:libertyhighboosters1@gmail.com) and retain a copy for your records. Spending on certain items named below may not exceed \$15 (\$45 all day events) per student member. If this request is for an amount of \$1,000 or larger, please submit a copy to the Liberty High School Principal, as well. **Requests can only be submitted during the school year between September 1<sup>st</sup> and the 1<sup>st</sup> Monday in June.**

**Sport/Activity:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Parent Rep:** \_\_\_\_\_

**Amount requested (attach receipts):** \_\_\_\_\_ If over \$1,000, Principal approval required.

**Explanation of expense:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this for personal apparel? \_\_\_ End of season banquet? \_\_\_ Senior recognition? \_\_\_ Food? \_\_\_

If yes to any of the above, please complete the following:

- Number of student members benefiting? \_\_\_\_\_
- Calculated spending limit: \$25 (\$45 for all day event) x number benefiting \_\_\_\_\_

***Additional Parent Signature (required for personal apparel, food, end of season banquets and/or senior recognition): I have read the spending guidelines on page 1 of request and confirm that the team/group would like to use funds for above use. I am a current member of Booster Club.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sport/Club Contact Name and address:**

**Address to send check (if different from Contact)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Coach/Director: I have read the spending guidelines on page 1 of request and confirm that the above request is in accordance with these guidelines.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Parent Rep: I have read the spending guidelines on page 1 of request and confirm that the above request is in accordance with these guidelines. I am a current member of Booster Club.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Treasurer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature (if needed):** \_\_\_\_\_ **Date:** \_\_\_\_\_