

Falcon Athletic Booster Club

Policies and Procedures Guidelines

The Falcon Athletic Booster Club Policies and Procedures Guidelines are proposed by Team Representatives of the FAB, Board Members of the FAB, and/or the Athletic Director of Woodinville High School. All such proposed guidelines have subsequently been adopted by Members of the FAB in accordance with provisions of the FAB Bylaws.

The Policies and Procedures Guidelines are not static and may be changed from time-to-time as per the procedures detailed in the Falcon Athletic Booster Club Bylaws (See Bylaws Section 5.1).

The following policies and procedures primarily relate to the Funds of the FAB and more specifically to the criteria used to approve disbursement requests and the procedures to be followed to request funds from the FAB.

Funding – FAB and Team Funding

Fund raising by the FAB is conducted at two separate and distinct levels albeit often from the same fund raising event.

In the course of a fund raising event there will generally be a component of general fund raising for which said funds will inure to the benefit of the FAB General Fund. The FAB General Fund will typically be used to provide supplemental funding as requested by and approved for a Woodinville High School Athletic team. Guidelines with respect to the General Fund are enumerated below under the Section 1 paragraphs.

In the course of fund raising there will often be a component where the benefit inures to a specific team, as opposed to the general fund of the FAB. The Team Funds will be tracked separately and disbursed as requested for team related needs as enumerated below under the Section 2 paragraph(s).

Section 1(A) **General Fund Disbursement Criteria**

Because funds raised by the FAB Club are limited and are often not sufficient to satisfy all legitimate needs, it is necessary to establish criteria to prioritize requests.

Legitimate requests, in general order of priority, typically include, but are not limited to:

- Team equipment,
- Reusable team uniforms,
- NSD and/or KingCo required facilities fees,
- Coaches and/or Athletic Trainer clinic or seminar fees,
- District and/or State tournament fees,
- Special transportation and meal needs associated to District and/or State tournaments
- NSD required athletic fees (i.e. pay-to-play and ASB cards when a financial need is established),
- Additional coaching stipends

The priorities and needs of individual programs vary significantly and can change over time, prohibiting any effective means of predetermining a formula-based approach to disbursements. Such priorities and needs shall be taken into account when determining priority status (i.e. programs with little or no equipment needs may not be well served by the listed typical priorities). Although team trips (e.g. for camps, tournaments or training), banquets, player awards, and other such needs are legitimate, they cannot be

funded by the FAB Club general fund at this time, but may be paid for and supported by the individual team booster clubs through team fundraising efforts.

The *Athletic Director* and the coaches shall monitor and verify that their requests for equipment, uniforms and other expendable items are not due to loss, pilfering, waste or abuse of such items.

Section 1(B)

General Fund Disbursement Guidelines

Guidelines that establish boundaries for disbursements are a useful tool for decision making. Guidelines are not to be considered absolute and inflexible. They are documented to provide a reasonable measurement for expenses reimbursed by the FAB Club. Current distribution guidelines established by the FAB Club are as follows:

1. Meal reimbursement for District and/or State Tournaments
 - a. Up to \$20 per participant per day
 - i. Participant = a team member who has been approved to attend by their coach.
 - b. Maximum not to exceed \$500 for an entire, multi-day, event
 - c. A receipt must be submitted for each meal reimbursement request
2. Special Transportation for District and/or State Tournaments
 - a. Reimbursed per prevailing NSD Bus formula
 - b. Maximum not to exceed \$1,000 per team¹ per year²
3. Equipment
 - a. Equipment must remain in WHS inventory
 - b. Must be “necessary” to meet basic team needs and/or to fulfill District or State requirements
 - c. Maximum not to exceed \$1,000 per team¹ per year²
4. Uniforms
 - a. Uniforms must remain in WHS inventory
 - b. Maximum not to exceed \$1,000 per team¹ per year²
5. Coach and/or Athletic Trainer clinics and seminars
 - a. Up to \$250 per participant per year²
 - b. Maximum not to exceed \$500 per team¹ per year²
6. Additional Coaching Stipends
 - a. Up to \$250 per person
 - b. Maximum not to exceed \$500 per team¹ per year²

¹As defined by the Athletic Director in Bylaws, Article III, Sec 3(A)(1).

²Year is defined as the fiscal year of the FAB Club which is July 1 to June 30.

Section 1(C)

General Fund Disbursement Procedures

The Disbursement Procedures are not intended to impose a strict step-by-step process that must be followed in order to receive funds from the FAB Club. The FAB Club recognizes that in many cases (e.g. a special equipment offer with a short expiration window or State Tournament participation with only a week's notice) the expectation of providing estimates, access to the Athletic Director for reviews, or getting a response from NSD regarding a proposed purchase order can impact the ability to access needed funds in a timely manner. Therefore, requests for reimbursement of funds shall carry the same weight as requests for funds made in advance.

Funding Requests – When possible, coaches are strongly encouraged to request funds in advance of committing to a purchase. Following these steps will help ensure that their funding requests will be approved by the FAB Club. Funding request steps are as follows:

1. Coach investigates purchase options and vendors and creates a preliminary estimate.
2. Coach reviews the estimate and vendor selection with the Athletic Director.
3. Coach and Athletic Director shall determine what, if any, NSD/WHS ASB funds are available.
 - a. If NSD and/or WHS ASB funds will be requested, the vendor **MUST** be on the NSD/WHS approved vendor list.
4. Coach and Athletic Director shall determine the amount of funds to request from the FAB.
5. Coach and Athletic Director shall complete the funds request form and sign it. The FAB Club Funding Request Form can be found on the FAB Club website at <http://whsathletics.leag1.com/Documents> (click on the Documents tab on the left side menu).
6. The FAB funding request form is presented at the next FAB Club meeting by the Coach, Athletic Director, or Team Representative.
 - a. The FAB funding request form must be accompanied by the proposed purchase order or estimate.
7. FAB Club Board of Directors discusses and approves or denies the request.

Reimbursement Requests – When purchases have already been made or committed to, Coaches may make a reimbursement request from the FAB Club. Reimbursement request steps are as follows:

If the reimbursement request total is **\$300 or less**:

1. The Coach and/or Team Representative shall complete the FAB funding request form and present the request at the next FAB Club meeting.
 - a. Requests must be accompanied by a receipt or receipts.

If the reimbursement request total is **greater than \$300**:

1. The Coach and Athletic Director shall determine what, if any, NSD/WHS ASB funds are available.
 - a. If NSD and/or WHS ASB funds will be requested, the vendor **MUST** be on the NSD/WHS approved vendor list.
2. Coach and Athletic Director shall determine the amount of funds to request from FAB.
3. Coach and Athletic Director shall complete the funds request form and sign it.
4. The FAB funding request form is presented at the next FAB Club meeting by either the Coach, Athletic Director or Team Representative.
 - a. The FAB funding request form must be accompanied by a receipt or Purchase Order.
5. FAB Club Board of Directors will discuss and approve or deny the request.

Section 2

Team Fund Disbursement Criteria, Guidelines and Procedures

Team Funds raised in the course of FAB Club fundraising activities, although typically limited, are intended to be used by the team that raised the funds for funding needs as determined and approved by the team's Head Coach or Booster Club (actual or de facto). It is intended that Team Funds be used to supplement the funding needs enumerated above under the General Fund criteria where the FAB General Fund approvals are not sufficient to meet the full funding request of the team. In addition, Team Funds may also be used to fund the general needs of the Team such as season-end banquets, awards, etc. All funding requests shall be for the benefit of the team or for members of the team advancing to post season tournaments.

In the case of teams maintaining their own Booster Club which is established as an exempt organizations under section 501(c)(3) of the Internal Revenue Code the Team Booster Club may request that the FAB Club remit any and all Team Funds to them directly. For Teams without Booster Clubs organized as exempt organizations under section 501(c)(3) of the Internal Revenue Code the team funds shall be disbursed to the Teams upon request and FAB Club Board of Director approval of actual funding requests or reimbursement requests. To preserve the integrity of the FAB Club and its IRC 501(c)(3) status it is recommended that the actual disbursement of funds be made by the FAB Club Treasurer to the vendor or Team Representative after requisite approval or receipt documentation is reviewed by the Board of Representatives.