

**Policy for request of Funds from the
Frankenmuth Athletic Association Account**

1. All requests must be submitted in writing by the individual or organizations soliciting the funds. If the request is over a \$1000.00 the **Coach/Individual must be present** to answer any questions or concerns the FAA may have.
2. Those requesting the funds must indicate the following:
 - Complete name and phone number of requesting parties.
 - Date of request.
 - Purpose of request.
 - Amount of request.
 - Date that funds are needed.
 - If possible submit a quote from the company showing the requested amount.
3. A request of \$1500.00 or less must be presented to the FAA 15 days prior to the date the funds are needed. All requests in excess of \$1500.00 will require 30 business days notice. FAA and Athletic Director will review for any questions, and for the budgetary impact that the request may have for the upcoming season.
4. All requests should be made in the spirit of improving the sports experience for both the individual Muth Athletic and the Muth Athletic Program in general. If deemed necessary, the party requesting the funds may be asked to personally present their request at the next FAA meeting.
5. In reviewing the request, the FAA Board will be taking into consideration the amount of previous financial and/or volunteer support given by the requesting individual/organization, to the FAA General Fund. The FAA Board may ask for a firm commitment by requestor for future and/or volunteer support with FAA Fundraising activities.
6. Although it is not a requirement, it is recommended that the financial requests NOT be made by members of the FAA Board, unless special circumstances exist.
7. At any given time throughout the budgetary year, the FAA Board (with Athletic Director approval) reserves the right to either refuse or freeze any/all request for the remainder of the year, based on the remaining budgeted discretionary funds, the amount of request received, amount of funds previously granted, and overall current financial state of the "FAA" account.
8. The FAA Board reserves the right to revise and amend this policy at any time without notice. (Board will advise and seek approval of Athletic Director).
9. All requests for funds will require the approval of the Athletic Director before disbursements will be made.
10. All approved requested funds will only be held for 60 days from the date of request. After 60 days the request will be considered null and void. A new request will then need to be presented to the FAA board.

Frankenmuth Athletic Association
All Sports Account Request Form

Date: _____

Individual requesting funds: _____

Phone #: _____

Team Sport: _____

Amount requested: _____

Date funds are needed: _____

Purpose of request: _____

Please indicate the FAA project for which your team has volunteered in the past and/or helped with in the future.

Concessions _____

Auto Fest _____

Other _____

AD to approve or deny with reason: _____

AD date of approval: _____

Athletic Director Signature: _____

Amount Approved by board: \$ _____

Date approved or declined by board: _____

Coach's signature: _____

Funds received date: _____

AD & Coaches: We encourage you to keep a copy of this form for your records.

After receiving funds or a denial of funds. Please make a copy of this form and return it to the FAA Board.

All approved requested funds will only be held for 60 days from the date of request. After 60 days the request will be considered null and void. A new request will then need to be presented to the FAA board.