

MOUNTAIN VIEW HS TORO BOOSTER CLUB

SPENDING PROCEDURES AND GUIDELINES

Goals of the Mountain View HS Toro Booster Club Spending Procedures:

- Ensure that all requests for funding are from organizations and activities that are fully approved and sanctioned by the administration of Mountain View High School.
- Provide Mountain View High School Administration with the opportunity to find Mesa Public School Sources of funding prior to submitting the request to the Booster Club.
- Provide the Booster Club Board with the information necessary to make informed decisions.
- Provided an environment of confidentiality so the Booster Club Board can make decisions without undue influence from the sponsor of the request for funding.

Goals of the Mountain View HS Toro Booster Club Spending Guidelines:

- Provide financial support to extracurricular activities at Mountain View High School.
- Expand the list of organizations and activities at Mountain View High School that the Booster Club will provide financial support.
- Identify types of funding requests that are within the scope of the Booster Club.
- Provide adequate funding support for those organizations and activities that produce revenue to the Booster Club.
- Provide an equitable means for sharing the resources of the Booster Club.

MOUNTAIN VIEW HS TORO BOOSTER CLUB - SPENDING PROCEDURES AND GUIDELINES

Spending Procedures:

- 1) Expenditures that are customarily funded by the Booster Club will be included in the annual operating budget for the Club. This is for planning purposes only, and does not commit the Booster Club to specific spending amount for any specific group.
 - 2) Every request for funding must be submitted in writing through the Mountain View High School administration's representative to the Booster Club Board, and must include a cost estimate breakdown. The request will be evaluated by the administration's representative and those that are deemed to be appropriate for consideration by the Booster Club will be presented to the Board along with the recommendations or suggestions by the administration.
 - 3) The presentation to the Board may be made by the administration's representative or by the sponsor of the request. After discussion of the request to ensure understanding, the sponsor of the request and any Board member who has financial interest in the request will be asked to leave the meeting while the Board makes its final deliberations and decision.
 - 4) Approval of the request will follow the procedures of the Booster Club's By-laws.
 - 5) Big Booster Funds may be used to purchase required attire, i.e., jerseys, shorts, socks, hats, swim caps, ribbons for school sponsored club, sports and/or cheerleading. Students may be allowed to keep a required item if no more than \$35.00 is spent per student; otherwise, the required item is considered public property and belongs to the school. If a Sub-Booster has a situation in which a student is allowed to keep an item over \$35.00, Big Booster is to be advised of this deviation.
 - 6) Allocation of funds for Big Booster may not exceed (Sub-Boosters need to state differently in their bylaws or spending procedure if they have the need to exceed the amount below) :
 - a) \$500 per student each calendar year.
 - b) \$2000 per Club/Team/Organization each calendar year.
 - 7) Tangible assets (e.g., fixed assets) that are purchased by the Booster Club for use by an organization will become property of Mountain View High School. The assets will not be given to an individual club or organization.
 - 8) Emergency requests will follow a similar procedure:
 - a) Requests must be submitted through the administration representative to the Booster Club Board.
 - b) If deemed appropriate for consideration, administration representative will make the proposal to the Booster Club President.
 - c) Board approval will be obtained by using any of the following procedures:
 - i) The Booster Club President will call a special session of the Board to consider the request.
 - ii) Booster Club President will poll individual Board members personally (either by phone, text, email, group messaging app, or in person). At least 50% of the Board members must approve the request.
- The Executive Board (The Board Officers) will meet (Either by phone, video conference, or in person) to consider the request. Unanimous approval is required. The Executive Board can approve requests that do not exceed \$250.00. If the Board approves this procedure, it would require a change to our Constitution / By-laws.